California State Controller's Office

Personnel/Payroll Services Glossary of Terms

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TERM	DESCRIPTION
8/12 PAY PLAN	CSU employees who work 8 months each year may receive 8 month's salary in 12 payments.
11/12 PAY PLAN	CSU employees who work 11 months each year may receive 11 month's salary in 12 payments.
10/12 PAY PLAN	Employees who work 10 months each year may receive 10 month's salary in 12 payments.
401(k) Plan	A retirement plan governed by Section 401(k) of the Internal Revenue Code. Also referred to as a 401(k) Thrift Plan.
457 Plan	A retirement plan governed by Section 457(b) of the Internal Revenue Code. Also referred to as a 457 Deferred Compensation Plan.
99	When 99 appears as the days paid on pay history, this means that a full month was paid no matter how many days are in the specific pay period (21/22 or other if academic). This does not mean that 99 days were paid and should not be viewed as such. See "Full Month" definition.

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ABSENCE AND ADDITIONAL TIME WORKED REPORT - STD 634	See the "STD 634 - Absence and Additional Time Worked Report" description.
ABSENCES WITHOUT PAY - STD 603	See the "STD 603 - Absences Without Pay Report" definition.
ABSENCE WITHOUT LEAVE (AWOL)	An unapproved absence without pay.
ABSTRACT	To summarize payment history or employment history in order to isolate records for a specific period of time.
ACA (AFFORDABLE CARE ACT)	See the "Affordable Care Act (ACA)" definition.
ACADEMIC CALENDAR	Lists actual work days/holidays by month, quarter, semester, and year for academic employees in CSU and Department of Education, Special Schools. Used in lieu of "Nearly Equal Pay Periods."
ACADEMIC EMPLOYEE	Employees engaged in teaching or closely related professional activities for an academic year. Compensation is based on class and rank. Work days are based on the academic year calendar for each campus/special school. May be employed in CSU or Department of Education, Special Schools. Use 1/210 or 1/1680 dock formula.
ACCELERATED SALARY ADJUSTMENT	Established by Resolution, the receipt of a Special In-Grade Salary Adjustment (SISA) or Merit Salary Adjustment (MSA) prior to the normal 6 and 12 months when an employee's movement between classifications resulted in less than a one-step increase.
ACCOUNT CODE	An Account Code is a one or two-character code used by the EHDB system to denote employees' retirement attributes. It is critical that the correct retirement account code is assigned to ensure that payroll is accurately calculated.

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ACCOUNTS RECEIVABLE (A/R)	A balance due from a debtor on a current account.
ACTIVE BATCH	A batch (see the "Batch" definition) that is Empty, Saved or Closed.
(ACTN) NEXT ACTION COMMAND	See the "Next Action Command (ACTN)" definition.
ACTUAL TIME WORKED (ATW)	The counting of Temporary Authorization Appointment (TAU) and emergency service on the basis of actual time worked as opposed to standard limitations. Normally, a TAU employee cannot work more than 9 months in any 12 consecutive calendar month period and an emergency employee cannot work more than 30 working days within any 12 month period.
ADDITIONAL HISTORY	Those transactions, which do not appear, summarized on the PAR in Line 12-Employment History, because the space in Line 12 has already been filled. History earlier than the latest 15 entries is stored on the data base, on microfilm or on microfiche, and is available on request.
ADDITIONAL POSITION	A position in addition to employee's primary employment. Additional position may be with the same or different appointing power. May be appointed to the same or different tenure or time base.
(ADJ) PAY ADJUSTMENT REQUEST	See the "Pay Adjustment Request (ADJ)" definition.
ADJUSTMENT CODE	Identifies payment as regular or adjustment involving salary rate, time, and fraction.
AFFORDABLE CARE ACT (ACA)	The Federal Patient Protection and Affordable Care Act (ACA) was enacted in March 2010 to ensure individuals have access to quality and affordable health care. The ACA Employer Shared Responsibility provisions, effective January 2015, mandate that large employers file annual reports with the Internal Revenue Service (IRS). The annual reports must identify the offer and acceptance or decline of health coverage to full-time employees and their eligible dependents. The California Department of Human Resources (CalHR), State Controller's Office (SCO), and California Public Employees' Retirement System (CalPERS) continue to lead the effort to ensure the State's compliance with these provisions.
AFFORDABLE CARE ACT (ACA) STATUS CODES	Identify the status of an employee's health benefits so the State of California can report accurate data to the Internal Revenue Service. For a detailed list of ACA Status Codes, including their definitions, see the ACAS User Guide http://www.sco.ca.gov/ppsd_elearning.html beginning on page 23.
AFFORDABLE CARE ACT SYSTEM (ACAS) DATABASE	The ACAS database serves as the official tracking and reporting repository of ACA required information for Civil Service, California State University (CSU), and Judicial Council (JUD) employees. The system provides a single centralized source of current and historical health benefit status data for employees. It is maintained via on-line real-time updating of individual ACA health benefit status code transactions, as well as batch processing, which links the ACAS to employee data in the SCO Employment History (EH) system.
AFSCME (AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES)	See Also "Bargaining Unit 19". AFSCME's members consist of Health and Social Services/Professionals (AFSCME – American Federation of State, County, and Municipal Employees) (nurses, corrections officers, EMTs, sanitation workers, etc)
AGE-BASED DEFERRAL	An additional deferral amount that you can have deducted from your paycheck and deposited in a 401(k) and/or a 457 plan account beginning in the year you reach age 50.
AGENCY CODE	A three-digit numeric code assigned to a department or an agency that identifies that department/agency for personnel/payroll use. Agency Codes are defined in the SCO Payroll Procedures Manual (PPM) Section B: Codes
AGGREGATION	To bring together specific payments for the purpose of computing taxes and retirement.

ALIEN	A foreign-born resident who has not become a naturalized citizen of the country in which they are residing.
ALLOWABLE ITEM	PAR item containing one of the symbols from the legend on a Required/Conditional chart that may have information entered.
ALTERNATE FUNDING	Position number other than the employee's regular position number where pay is to be issued from; (e.g. the blanket serial number for overtime pay).
ALTERNATE FUNDING CODE	An operator assigned code (alpha or numeric) which identifies the alternate funding position number entered on the batch entry screen.
ALTERNATE RANGE (AR)	A class having more than one salary range.
ALTERNATE RANGE CRITERIA (ARC)	The requirements necessary for appointment or movement to an alternate range.
ALTERNATE WORK WEEK SCHEDULE (AWWS)	An alternative to the normal 5-day, 40-hour work week. An AWWS does not change the number of hours worked, it simply allows each individual, with supervisory approval, the flexibility to rearrange their work schedule to better meet their personal needs while also considering the needs of the workplace. Learn more about Alternate Work Week Schedules at www.calhr.ca.gov.
ALTERNATE WORK WEEK SCHEDULE (AWWS) 4/10/40	One of the two most common Alternate Work Week Schedules, the 4/10/40 is when an employee works the required 40-hour minimum work week in four, 10-hour days between Monday and Friday.
ALTERNATE WORK WEEK SCHEDULE (AWWS) 9/8/80	One of the two most common Alternate Work Week Schedules, the 9/8/80 is when an employee works eight, 9-hour days and one, 8-hour day in a two-week period with one day off every other week that corresponds with the 8-hour day. Employees who are approved for a 9/8/80 work week will be required to adjust their work week to ensure that they do not work over 40 hours in any consecutive seven-day period.
ALPHA	Alphabetic letters A-Z.
ALPHANUMERIC	Letters A-Z and digits 0-9.
ANNI DATE (ANNIVERSARY DATE)	See the "Anniversary Date (ANNI DATE)" definition.
ANNIVERSARY DATE (ANNI DATE)	The date on which an employee becomes eligible for a salary increase; e.g., Merit Salary Adjustment (MSA) and Special In-grade Salary Adjustment (SISA).
ANNUAL LEAVE	Provides eligible employees a combined pool of "annual leave" credits instead of separate vacation and sick leave credits. Annual leave covers the same kinds of absences that otherwise would be covered by vacation or sick leave. For more information about Annual Leave, visit the CalHR website at www.calhr.ca.gov.
ANOTHER CLASS WITH SUBSTANTIALLY THE SAME SALARY RANGE	A class where the maximum of the salary range is the same as or less than 2 steps higher or lower than the other class.
APPOINTING POWER	A person or group (such as an agency/department), defined by statute, that has the authority to make appointments.

APPOINTMENT TYPE	A computer generated code which is stored and displayed on the PAR History Detail screen (B segment) to indicate a specific type of appointment or separation transaction. Miscellaneous transactions do not have their own "appointment type" codes. (See codes/meanings below.) The "appointment type" code is reflective of and generated each time an appointment or separation transaction is processed. It is carried forward and displayed in subsequent miscellaneous transactions until another appointment or separation transaction is processed and the system generates an "appointment type" which is indicative of that transaction. When a new appointment or separation transaction is keyed to the system, the above process is repeated. This code (appointment type) is useful in determining if out-of-sequence PAR transaction packages were keyed in the correct sequence to allow the information to be carried forward properly.	
	A	Appointment from List
	B	Reinstatement
	C	Promotion
	D	Demotion
	E	Emergency
	F	Transfer
	G	SPB or Court Action
	H	Exempt
	I	Retired Employee
	J	Training and Development
	K	TAU
	L	Leave of Absence without Pay
	M	Military Leave without Pay
	N	Non-Industrial Disability Leave (NDI)
	P	Permanent Separation without Fault
	Q	Disability Retirement
	R	Service Retirement
	S	Punitive Suspension
	T	Lay-Off
	U	To Accept Exempt Appointment
	W	Permanent Separation with Fault
	X	Death
AR (ALTERNATE RANGE)	See the "Alternate Range (AR)" definition.	
A/R (ACCOUNTS RECEIVABLE)	See the "Accounts Receivable (A/R)" definition.	
ARC (ALTERNATE RANGE CRITERIA)	See the "Alternate Range Criteria (ARC)" definition.	
ATW (ACTUAL TIME WORKED)	See the "Actual Time Worked (ATW)" definition.	
AUDIT	The manual examination and review of incoming PARs by the Audits Section and Production Support Section of Personnel Operations for compliance with legal and system requirements.	
AUDIT (PAYROLL USE)	1. A manual examination/review of documents by Payroll Operations for compliance with legal/system requirements. 2. An electronic data process with programmed audit conditions.	

AUDIT OVERRIDE (AUDIT O/R)	A field in the Civil Service/Exempt Payscale System (CSP) that displays an "A" when a payscale audit was overridden during update processing.
AUDITS SECTION	A section in Personnel Operations which reviews incoming PARs to determine whether or not the transaction complies with legal and Employment History System requirements.
AUDIT TRAIL	Procedure used to trace processing of data.
AUTHORIZED SIGNATURE (REPORTING OFFICER)	Signature of person authorized by each Appointing Power (or deputy) to sign various types of payroll documents, certifying that the information is complete, correct, and in accordance with all laws and regulations.
ASTERISK	This symbol (*) is entered on the PAR to delete information which has turned around in the shaded areas. An asterisk appears on the Turnaround PAR beside those items that changed as a result of the most recent transaction.
ATTENDANCE REPORT	Complete record of time worked, leave, and absence for each state employee by each pay period, maintained by each agency /campus.
ATTENDANCE REPORTING METHOD	Determined by the employee pay rate (hourly, daily, or monthly), pay frequency (monthly, semi-monthly, or biweekly) and categorized by a Roll Code.
AWOL (ABSENCE WITHOUT LEAVE)	See the "Absence Without Leave (AWOL)" definition.
AWWS (ALTERNATE WORK WEEK SCHEDULE)	See the "Alternate Work Week Schedule (AWWS)" definition.

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BACKUP	Substantiating information which gives proof or evidence that certain conditions for certain transactions have been met. In the PAM, substantiation is entered on the PAR in Line 10 - Remarks, or is attached to the PAR depending upon the condition. See Line 10 information, Section 2.200.
BAM (BENEFITS ADMINISTRATION MANUAL)	See the "Benefits Administration Manual (BAM)" definition.
BARGAINING UNIT (BU)	A group of Rank and File employees aligned together based on their job category and levels of responsibility. For more information on Bargaining Units, visit the CalHR website at www.calhr.ca.gov.
BARGAINING UNIT 1	Administrative, Financial, and Staff Services: Employees performing administrative, fiscal, and analytical functions such as accounting, planning, personnel, data processing, research, and analysis. (SEIU – Service Employees International Union)
BARGAINING UNIT 2	Attorneys and Hearing Officers: Employees practicing law for the State or exercising quasi-judicial job duties within administrative hearings. (CASE – California Attorneys, Administrative Law Judges, and Hearing Officers in State Employment)
BARGAINING UNIT 3	Professional Educators and Librarians (SEIU – Service Employees International Union)
BARGAINING UNIT 4	Office and Allied: Employees providing vital support to the primary professional, technical, or administrative objectives of each State department or agency. (SEIU – Service Employees International Union)
BARGAINING UNIT 5	Highway Patrol (CAHP – California Association of Highway Patrolmen)
BARGAINING UNIT 6	Corrections (CCPOA – California Correctional Peace Officer Association)
BARGAINING UNIT 7	Protective Services and Public Safety (CSLEA – California Statewide Law Enforcement Association)
BARGAINING UNIT 8	Firefighters (CDFF – California Department of Firefighters)

BARGAINING UNIT 9	Professional Engineers (PECG – Professional Engineers in California Government)
BARGAINING UNIT 10	Professional Scientific (CAPS – California Association of Professional Scientists)
BARGAINING UNIT 11	Engineering and Scientific Technicians (SEIU – Service Employees International Union)
BARGAINING UNIT 12	Craft and Maintenance: Employees operating and maintaining State equipment, facilities, buildings, grounds, and roads. (IUOE – International Union of Operating Engineers)
BARGAINING UNIT 13	Stationary Engineer (IUOE – International Union of Operating Engineers)
BARGAINING UNIT 14	Printing and Allied Trades: Employees preparing, composing, and printing material for State agencies. (SEIU – Service Employees International Union)
BARGAINING UNIT 15	Allied Services (SEIU – Service Employees International Union)
BARGAINING UNIT 16	Physicians, Dentists, and Podiatrists (UAPD – Union of American Physicians and Dentists)
BARGAINING UNIT 17	Registered Nurses: Employees involved in educational, preventive and treatment programs associated with State health care. (SEIU – Service Employees International Union)
BARGAINING UNIT 18	Psychiatric Technicians (CAPT – California Association of Psychiatric Technicians)
BARGAINING UNIT 19	Health and Social Services/Professional (AFSCME – American Federation of State, County, and Municipal Employees)
BARGAINING UNIT 20	Medical and Social Services/Support: Employees providing direct and indirect health care and social service support to inmates and other recipients of State social service programs. (SEIU – Service Employees International Union)
BARGAINING UNIT 21	Educational Consultants and Library (SEIU – Service Employees International Union)
BATCH	A system name for one or more documents keyed into the Payroll Input Process (PIP) system. Data processing approach in which items to be processed are accumulated into groups prior to processing. A group of documents/transactions processed in the same payroll cycle and usually retained in the same file folder after processing.
BATCH BALANCE STATUS	Identifies if a batch is in balance (IN) or out of balance (OUT) on the BATCH ENTRY/BATCH INQUIRY screen.
BATCH CREATION METHOD (BCH CREATE MTHD)	Identifies whether a batch is scratch (S) or preloaded (P) from the BATCH DIRECTORY or BATCH SELECTION screens.
BATCH DIRECTORY (DIR)	Provides a list of closed, saved, empty, deleted and processed batches that may be selected for detail inquiry.
BATCH ENTRY	The screen used to enter the batch totals and any Alternate Funding information if applicable on this screen.
BATCH ENTRY (ENT)	Selection on the T/A Menu screen which allows the operator to enter or re-enter a batch.
BATCH IDENTIFIER (BATCH ID)	Assigned number to identify a batch.
BATCH INQUIRY (BCH)	The Inquiry screen containing the same information as the BATCH ENTRY screen.
BATCH LOAD	The process of using off-line data to create formats (screens) for current month data entry for decentralization.
BATCH SELECTION (SEL)	Provides a list of closed, saved and empty batches that may be selected for detail update, will only display deleted and processed batches when requested in Batch Status field.
BATCH STATUS	Identifies the status of a batch as closed (CLS), saved (SAV), empty (EMP), deleted (DEL), or processed (PRC).
BEGINNING PAY PERIOD	First day of the pay period.

BENEFITS ADMINISTRATION MANUAL (BAM)	Maintained by CalHR and is designed to provide decentralized departmental staff the most current information they need to interpret and input employee benefit information.
BEREAVEMENT LEAVE	State employees are entitled paid time off if a member of your family dies. For represented employees the most recent Memorandum of Understanding sets forth the provisions of use. It identifies relatives and frequency of use thereof. Typically, an employee may receive up to three (3) days off with pay (additional days may be allowed if travel over a certain distance is required and leave may be deducted from an employee's own leave for the additional time, see the bargaining unit contracts for more details). Moreover, Supervisors may request verification of usage by instructing employees to provide evidence of death. Such information can come in the form of an obituary, funeral order of services, or similar documents. For more information about Bereavement Leave, visit the CalHR website at www.calhr.ca.gov.
BIWEEKLY	Refers to a pay plan of two-week increments paid on positive pay. Currently only for Department of Water Resources hydroelectric plant employees.
BLANKET	A blanket position is designated by a position serial number in the 900 series. The blanket is established for one fiscal year.
BONA FIDE ASSOCIATION	Groups of state employees or former state employees whose primary purpose is not to represent employees in employer/employee relations with the state.
BU (BARGAINING UNIT)	See the "Bargaining Unit (BU)" definition.
BUDGETARY, STATUTORY, OR ADMINISTRATIVE REORGANIZATION	A reorganization that is based on a change in budget, law, or function as opposed to reorganization based on an internal change within the department.
BUDGET FUNCTION CODE	A three-digit code used in lieu of reporting unit code. Identifies a group of employees reporting under a single budgetary control.
BUFF MEMORANDUM	A memorandum is NO longer on buff colored paper. The memos are issued on white paper to all PAM holders as cover transmittals for PAM revisions to communicate special processing or clarifying information.
BUSINESS MONTH	Accounting period used by the State Controller's Office. It includes all payroll warrants and adjustments issued from the second of one month through the first of the following month.
BUSINESS SYSTEMS BUREAU (BSB) OF SCO	Provides application development services to the SCO's program divisions and external users of SCO's web services and legacy mainframe systems and collaborates with SCO business users to implement legislation, union agreements and other business and program changes by implementing new systems, enhancing existing systems, and maintaining these systems. BSB supports the state payroll and fiscal systems along with applications for unclaimed property, local government claims processing, and business intelligent (BI) solutions.
BSB (BUSINESS SYSTEMS BUREAU)	See the "Business Systems Bureau (BSB) of SCO" definition.

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CALATERS (CALIFORNIA AUTOMATED TRAVEL EXPENSE REIMBURSEMENT SYSTEM)	See the "California Automated Travel Expense Reimbursement System (CalATERS)" definition.

CALENDAR YEAR	The twelve-month period of time beginning January 1st and ending the following December 31st.
CAHP (CALIFORNIA ASSOCIATION OF HIGHWAY PATROLMEN)	See also “Bargaining Unit 5”. Members consist of California Highway Patrol (CHP) officers, both active and retired members of the CHP family.
CALHR (CALIFORNIA DEPARTMENT OF HUMAN RESOURCES)	See the "California Department of Human Resources (CalHR)" definition.
CALIFORNIA AUTOMATED TRAVEL EXPENSE REIMBURSEMENT SYSTEM (CalATERS)	A web-based solution for travel advance and expense reimbursement processing that includes automated audits of statewide travel rules, form tracking, management reporting capabilities, and much more.
CALIFORNIA CODE OF REGULATIONS (CCR)	Formerly referred to as DPA Rules and Regulations the official compilation and publication of the regulations adopted, amended or repealed by state agencies pursuant to the Administrative Procedure Act (APA).
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR)	A control agency responsible for all issues related to employee salaries, benefits, job classifications, position allocations, civil rights, training, exams, recruitment, and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES LAWS AND RULES	California Department of Human Resources (CalHR) [formerly known as the Department of Personnel Administration (DPA)] administers the laws and rules governing the employees of the State of California. To review a particular rule, see CalHR website at www.calhr.ca.gov.
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) POLICY MEMOS	Informs State departments and agencies about new or changes to policies, procedures, and to provide other important information.
CALIFORNIA LEAVE ACCOUNTING SYSTEM (CLAS or LAS)	Provides online capabilities for tracking and recording leave accounting records and data.
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS or PERS)	The California Public Employees Retirement System is a control agency responsible for the investment and regulation of retirement contributions and benefits and the administration of health benefits and long-term care programs and for the production of circular letters.
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS or PERS) STATE REFERENCE GUIDE	Designed to assist in business transactions with CalPERS. It is useful to specialists who enroll employees into CalPERS membership or who convey benefit information to staff.
CALIFORNIA RIGHTS FAMILY ACT (CRFA)	The California Family Rights Act (CFRA) (Gov. Code, § 12945.2) was established to ensure secure leave rights for the birth of a child for purposes of bonding; placement of a child in the employee's family for adoption or foster care; serious health condition of the employee's child, parent or spouse; and the employee's own serious health condition.
CALIFORNIA STATE CIVIL SERVICE PAY SCALES MANUAL	Contains information such as Class Code, Schematic code, Salary Range, trade rate, and compressed salary ranges.
CALIFORNIA STATE UNIVERSITY (CSU)	California State University
CALPERS (CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM)	See the "California Public Employees' Retirement System (CalPERS)" definition.

CAPS (CALIFORNIA ASSOCIATION OF PROFESSIONAL SCIENTISTS)	See also “Bargaining Unit 10”. Members include scientists working for the State of California.
CAPT (CALIFORNIA ASSOCIATION OF PSYCHIATRIC TECHNICIANS)	See also “Bargaining Unit 18”. Members include state-licensed Psychiatric Technicians.
CAREER EXECUTIVE ASSIGNMENT (CEA)	A type of appointment made for some top-level managerial personnel.
CASE (CALIFORNIA ATTORNEYS, ADMINSTRATIVE LAW JUDGES, AND HEARING OFFICERS IN STATE EMPLOYMENT)	See also “Bargaining Unit 2”. Members include attorneys, administrative law judges and other legal professionals.
CASH OPTION	A flexible benefit option which gives the employee additional money in each month's paycheck in exchange for not enrolling in a state sponsored health and or dental plan.
CASUAL EMPLOYMENT	Those classes that are paid a prevailing union or trade rate; e.g., carpenters, painters, electricians, laborers. Employees may elect union or civil service benefits under certain conditions.
CAT LEAVE (CATASTROPHIC LEAVE)	See the "Catastrophic Leave (Cat Leave)" definition.
CATASTROPHIC LEAVE (CAT LEAVE)	Catastrophic Leave (Cat Leave) is a program that enables employees to assist other fellow employees in time of financial hardship due to a prolonged illness, injury, an incapacitated family member, or a natural disaster. For more information about Catastrophic Leave, visit the CalHR website at www.calhr.ca.gov.
CATCH-UP DEFERRAL	Additional amounts that you may defer to a 457 plan to make up for previous years when you didn't defer the maximum allowable amount under the same employer. You're only eligible to participate in catch-up during the three years prior to your Normal Retirement Age. Savings Plus defines Normal Retirement Age as a range between ages 50–70½. It's up to you to decide your Normal Retirement Age.
CATHODE RAY TUBE (CRT)	A Device equipped with a keyboard and display screen used at PPSD to update and request information about an employee's record. The CRT (Cathode Ray Tube) is also referred to as a terminal or video display unit (VDU).
CBID (COLLECTIVE BARGAINING IDENTIFICATION DESIGNATION)	See "Collective Bargaining Identification Designation" definition.
CC (CIVIL CODE)	See the "Civil Code (CC)" definition.
CCP (CIVIL CODE PROCEDURES)	See the "Civil Code Procedures (CCP)" definition.
CCPOA (CALIFORNIA CORRECTIONAL PEACE OFFICER ASSOCIATION)	See also “Bargaining Unit 6”. Members include correctional peace officers and the state’s parole agents.
CCR (CALIFORNIA CODE OF REGULATIONS)	See the "California Code of Regulations (CCR)" definition.

CDFF (CALIFORNIA DEPARTMENT OF FIREFIGHTERS)	See also “Bargaining Unit 8”. Members consist of current and retired Firefighters, Fire Apparatus Engineers, Fire Captains, Battalion Chiefs, Foresters, Pilots, Supervisors, Forestry Logistics Officers, Fire Prevention Specialists and other classifications.
CEA (CAREER EXECUTIVE ASSIGNMENT)	See the "Career Executive Assignment (CEA)" definition.
CEM (SET FLAG COMPOSITE)	Personnel Action Request (PAR), Employee Action Request (EAR), and Retirement System Transaction (RST) transactions keyed under CEM will not interface to PERS, SCO, or SPB and will not create a Notice of Personnel Action (NOPA) or Retirement System Transaction (RST). This flag is used for applying an employee's record to the database who was not converted due to a conversion error.
CERTIFICATION	The process used to make appointments from an employment list; includes the referral of eligibles to the appointing power and the reporting of subsequent actions to CalHR. Employment lists are established by competitive examinations also administered by CalHR or delegated to departments.
CIRCULAR LETTERS	Used to keep HR shops informed of changes in policies and procedures when working on CalPERS-related issues.
CIVIL CODE (CC)	A collection of statutes for the State of California. The code is made up of statutes which govern the general obligations and rights of persons within the jurisdiction of California.
CIVIL CODE PROCEDURES (CCP)	The Civil Code of California is a collection of statutes for the State of California. The code is made up of statutes which govern the general obligations and rights of persons within the jurisdiction of California.
CIVIL SERVICE	A system of employment used in state service by which appointments are usually determined through competitive examinations.
CIVIL SERVICE BENEFITS CUT-OFF CALENDAR	The Civil Service Benefits Cut-Off Calendar is a document that provides the business month dates that departments need to have their documentation submitted and/or keyed
CIVIL SERVICE/EXEMPT PAYSCALES (CSP)	An online system that maintains all current and historic classification and salary information for Civil Service/Exempt classifications.
CLAS (CALIFORNIA LEAVE ACCOUNTING SYSTEM)	See the "California Leave Accounting System (CLAS or LAS)" definition.
CLASS (CLASSIFICATION)	See the "Classification (CLASS)" definition.
CLASSIFICATION (CLASS)	A group of positions (jobs) with duties and responsibilities sufficient in similarity to warrant the same title and salary range.
CLASSIFICATION (CLASS) CODE	An assigned four-digit number that is used for all payroll and transaction purposes.
CLASSIFICATION (CLASS) STATUS	A field in the Civil Service/Exempt Payscale System (CSP) that indicates if the class is active or abolished.
CLASS TYPE	Identifies whether a particular class and corresponding salary schedule are Exempt or Civil Service in the Pay Scales Table. This item is system generated and is stored on the PAR History Detail screen.
CLEARANCE NUMBER	Five digits assigned by the State Controller's Office, Division of Disbursements, to identify/control payments/ adjustments and A/Rs on warrant registers.
CLEARANCE TYPE	A one-digit code that identifies type of payroll transaction on payroll warrant register.
CLEARANCE TYPE 1 - PAYROLL WARRANT REGISTER	A record of Payroll Warrants issued. There are two categories for payroll warrant registers; Master Payroll and Supplemental Payroll.

CLEARANCE TYPE 4 - REDEPOSIT WARRANT REGISTER	The record of payroll warrants that are redeposited back into the departments' funds. The warrants are either withheld by the State Controller's Office prior to being sent to the departments, or returned by the departments. The CSP system is used by the Employment History, Leave Accounting, Payroll, Payroll Input Process, and Position Control systems to validate classification and salary data entered on transactions, obtain classification and salary data for data generation and pay calculation, and display and print classification and salary data on reports and inquiry screens. It also provides the ability to view current and historic pay scale data online.
CLEARANCE TYPE 5 - ACCOUNTS RECEIVABLE WARRANT REGISTER	The record of an overpayment. It shows how much an employee must reimburse the department.
CLEARANCE TYPES 6 & 7 - TRANSFER OF FUNDS WARRANT REGISTER	The records of adjustments necessary to correct position and/or appropriation originally charged in error due to retroactivity and/or incorrect PARs.
CLEARANCE TYPE 9 - REVERSE ACCOUNTS RECEIVABLE WARRANT REGISTER	The record of the reversals of a previously established A/R.
CLEAR FLAG (CLF)	An Employment History (EH) transaction used to clear an EH record back in-service following STFC, STFP, or STFS transactions. See "STFC", "STFP", and "STFS" for further definitions.
CLEAR KEY	Used to cancel the request and return the operator to the Time and Attendance Menu screen. Also used to signoff the Time and Attendance System.
CLF (CLEAR FLAG)	See the "Clear Flag (CLF)" definition.
CLS (CLOSE COMMAND)	See the "Close Command (CLS)" definition.
CLOSE COMMAND (CLS)	A data entry command; used to close a batch for processing.
COBEN (CONSOLIDATED BENEFITS)	See the "Consolidated Benefits (CoBEN)" definition.
CODES	For a list of various codes used in Payroll processing, see the Payroll Procedures Manual (PPM) - Section B, Codes Index
COLLECTIVE BARGAINING	A process for negotiating wages, hours, terms, and/or conditions of employment.
COLLECTIVE BARGAINING/DATA MANAGEMENT SECTION OF SCO	This section is responsible for the collective bargaining support for the State, produces management reports for the SCO and outside customers, provides system support services and training to other state departments' staff for using the Management Information Retrieval System (MIRS), and is responsible for generating statewide reports in accordance with the annual IRS reporting requirements for compliance with the Affordable Care Act as well as reports required to ensure departmental compliance with ACA requirements.
COLLECTIVE BARGAINING IDENTIFICATION DESIGNATION (CBID)	A code that identifies the group representing each employee for employee/employer relations with the state.
COMPENSABLE OVERTIME	Overtime which is compensable by cash or time off.
COMPENSATION (SALARY RANGE)	The minimum and maximum salary for a classification (see Salary Range).
COMPOSITE RECORD	An employee's employment history record at the time of the individual's conversion to the Employment History Data Base.

COMPUTER-GENERATED	Information produced automatically by the computer from the Employment History or Payroll files.
CONDITIONAL	This symbol "O" in a PAR item on a Required/Conditional chart denotes items which must be completed under certain conditions. These conditions are identified in the item definition.
CONSOLIDATED BENEFITS (COBEN)	Rather than receiving three (3) separate State contributions for health, dental, and vision benefits, employees eligible for "Consolidated Benefits" receive a single monthly contribution from the State that covers all three (3) benefits. If this "CoBen" allowance exceeds the total cost of the health, dental, and vision plans an eligible employee has chosen, the employee receives the excess CoBen amount as additional taxable income each month. If the CoBen allowance is less than the total cost of the benefit plans the employee has chosen, the employee pays the difference via pre-tax payroll deductions. All employees excluded from collective bargaining (those employees classified as managerial, supervisory, confidential, or otherwise excluded) are covered by CoBen. For rank-and-file employees, CoBen eligibility is determined through the collective bargaining process. Ask Human Resources or check your bargaining unit contract if you are unsure of your eligibility for CoBen.
CONTROL AGENCY	Term used to refer to those state agencies that by law, regulation, or policy exercise control over other agencies; e.g., Department of Finance (DOF), California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO).
CONTROL KEYS	Pre-programmed keys which perform specific functions.
CONVERSION	The process of transferring information from one form to another as when the employee files previously maintained at SPB, SCO, and PERS were merged to establish one centralized file to be maintained by PPSD for the three control agencies. For more information, refer to the PAM, User's Conversion Dates, Section 1.2 - 1.4.
CONVERSION DATE	The date on which maintenance of employment history records were converted to the Employment History Data Base.
CONVERSION RECORD	That part of an employee's personnel record that was put on the Employment History Data Base at the time of the employee's department's conversion. The information was taken from the employee' files at SPB, SCO, and PERS.
CONVERSION TABLE	That portion of the pay scales used to tabulate hourly and time-and-one-half salary rates.
COPY COMMAND (CPY)	A data entry command; used to create a duplicate copy of any existing batch.
CORRECTION	An adjustment to a transaction or PAR item(s). This adjustment may be a change, a deletion, or an addition to a transaction already processed in Line 12 of the Personnel Action Request (PAR).
CORRECTIVE ACTION	A method to adjust an employee's employment history record. This adjustment may be current or O/S correction, void or addition to PAR item(s) or transaction already processed in Line 12 of the Personnel Action Request (PAR).
CREATE DATE	The date the batch was created.
CREDIT	For payroll to return a sum, as in a deduction amount, to an employee.
CRITIQUE SHEET	A green form (PSD 15) provided for use by any PAM User to submit a problem or suggestion for the PAR, EAR, NOPA, PAM, or Personnel Operations.
CRT (CATHODE RAY TUBE)	See the "Cathode Ray Tube (CRT)" definition.
CPY (COPY)	See the "Copy (CPY)" definition.
CRFA (CALIFORNIA RIGHTS FAMILY ACT)	See the "California Rights Family Act (CRFA)" definition.
CSLEA (CALIFORNIA STATEWIDE LAW	CSLEA's 7,000 members can be found in 180 different job classifications in state government. The California Union of Safety Employees (CAUSE) was the former name of the

ENFORCEMENT ASSOCIATION)	California Statewide Law Enforcement Association (CSLEA). When the Dills Act put all state employees into various bargaining units, CAUSE was elected in 1981 to represent the Unit 7 state employees of what is now CSLEA.
CSP (CIVIL SERVICE/EXEMPT PAYSCALES)	See the "Civil Service/Exempt Payscales (CSP)" definition.
CSU (CALIFORNIA STATE UNIVERSITY)	See the "California State University" definition.
CURRENT EMPLOYEE	A term used to determine which appointment Required/Conditional chart to use. A current (as opposed to new or returning) employee is one who is on the data base in an active status.
CURRENT STATUS RECORD	The first line of history in Line 12 on the PAR that always reflects the employee's current status record on the data base.
CUSTOMER SUPPORT SECTION OF SCO	The Customer Support Section provides system support services and training to other state departments' staff for the California Leave Accounting System (CLAS), provides instructor-led and eLearning personnel and payroll-related training classes to HR personnel in various State departments/agencies, and provides support for the State's Travel Expense Reporting System (CalATERS) and the procedures associated with the system.
CUTOFF DATE	Final day each pay period for submitting/processing documents affecting payroll for monthly/semimonthly employees. For Payroll, the cutoff date is approximately the 22nd of each month, if paid monthly, and the 8th and 22nd of the month, if paid semimonthly. For Personnel, the cutoff date is two work days before the Payroll Operations cutoff date.

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D

DATABASE	Collection of data organized for rapid search and retrieval by computer. In our case, it is the computerized central information file or memory bank of Employment History records for employees under the Uniform State Payroll System.
DATE OF CONVERTED RECORD	The date an agency or department changed its employee's personnel records from a previous system to the Employment History System. For more information, see PAM, sections 1.4 - 1.7 for User's Conversion Dates and page 9.1 for an illustration of this date on the PAR.
DATE OF ENTITLEMENT	The Date of Entitlement is the date, on which the employee becomes entitled to a particular payment (i.e., date of hire, SPB/DPA action, date of settlement or lawsuit, etc.). A court decision is regarded as a Date of Entitlement and does not require SPB or DPA approval. (Exception: Adverse Action - 5.70-5.71) Departments are now delegated the authority to backdate transactions to their date of entitlement without prior review/approval by PSB. Departments must document the basis for each date of entitlement request, and retain the documentation for review. SCO cannot legally adjust an employee's funds for transactions effective more than three years prior to the current (key) date with-out the PML 2007-026 or approval entered in Item 215 and X on file in line 10. (See PML 2007-026, Personnel Letter 06-017, PAM 2.203, and PAM item 215).
DCK (DOCK)	See the "Dock (DCK)" definition.
DD (DIRECT DEPOSIT)	See the "Direct Deposit (DD)" definition.
DEBIT	For payroll to charge a sum, as a deduction amount, to an employee.
DECENTRALIZED	Process whereby agency/campus may enter personnel/payroll information on-line.

DECENTRALIZED PAYROLL CALENDARS	Used to determine when the system is available for inquiry and updating. Normally, inquiry and updates are accepted between the hours of 7am and 6pm, Monday through Friday. They display system availability, Julian date for each calendar day, date of the MSA Mass update, cutoff dates, Employment History Database Restore process (EHRESTORE), California Leave Accounting System (CLAS) accruals, and Leave Activity Balance (LAB) report run date. These are maintained by the State Controller's Office and provide valuable payday, cutoff, leave accrual, and green and no cycle dates information. The Decentralized Payroll Calendars are located on the State Controller's website at: http://www.sco.ca.gov/ppsd_state_hr.html.
DEFERRED COMPENSATION	An arrangement in which a portion of an employee's income is paid out at a date after which that income is actually earned deferring the tax to the date(s) at which the employee actually receives the income.
DEFINED PAR ITEMS	When any of these items are incorrect for a transaction in history, they are NOT corrected by documenting a correct (See PAM, sections 9.3 and 9.4). The following PAR items are considered to be "defined items":

105	Social Security Number
110, 111	Employee's Name
140	Birthdate
205	Transaction Code
210	Effective Date and Hours
440	Sex
445	Ethnic Origin
455	Disability Code
705	Total State Service
877	Lump Sum Payment Deferral
999	Deduction Information

DELETED BATCH (DEL)	A batch that is deleted/inactive. Inactive batches cannot be updated. Information can be accessed from the PIP Inquiry System.
DELETE COMMAND (DEL)	A data entry command; used to delete a batch from processing.
DELETE ONLY	A term to denote an item on the Required/Conditional chart that is allowable for deletion only.
DELETION	A method to cancel incorrect item(s) on a transaction.
DENTAL BENEFITS	An employee and their eligible dependents may be eligible for State-sponsored dental insurance, available from one of several dental plans. Eligible employees may enroll in a dental plan within the first sixty (60) days of employment or eligibility, or during the annual open enrollment period. Changes in coverage are also permitted during open enrollment. The cash option is also available in lieu of dental benefits. Collective bargaining designation determines which plans are available to State employees. The State will pay all or part of the premium, depending on the plan selected and the number of dependents to cover. For more information on Dental Benefits, visit the CalHR website at www.calhr.ca.gov.
DETAIL TRANSACTIONS	Refers to the Time and Attendance, Dock or Miscellaneous screens.
DEPARTMENTAL POLICY	The internal decisions and procedures formulated by departments to administer personnel matters within the boundaries of the law.
DEPARTMENT OF EDUCATION (DOE)	Serves the State of California by innovating and collaborating with educators, schools, parents, and community partners.

DEPARTMENT OF FINANCE (DOF)	A control agency responsible for funding state positions. Interacts with other State departments on a daily basis in terms of preparing, enacting, and administering the budget; reviewing fiscal proposals; analyzing legislation; establishing accounting systems; auditing department expenditures; and communicating the Governor's fiscal policy.
DEPARTMENT OF GENERAL SERVICES (DGS)	A control agency that serves as the business manager for the State of California; approves and publishes the State Administrative Manual (SAM); provides the State Forms Management Program to ensure consistency, uniformity, and economy of operations for all state agencies; and stores and maintains the Standard forms repository used statewide for various program purposes.
DEPARTMENT OF GENERAL SERVICES (DGS) - OFFICE OF STATE PUBLISHING (OSP)	DGS is the forms repository for all standard (STD) forms. These forms are available on the DGS website at www.dgs.ca.gov.
DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA)	Former control agency that interpreted and administered the statutes, rules, and procedures pertaining to salaries and benefits for civil service, Finance exempt, and statutory employees. In the 2012 California State Government Reorganization, the DPA became the California Department of Human Resources (CalHR). The reorganization plan consolidated the State of California's two personnel departments, combining the Department of Personnel Administration with certain programs of the State Personnel Board.
DGS (DEPARTMENT OF GENERAL SERVICES)	See the "Department of General Services (DGS)" definition.
DGS - OSP (DEPARTMENT OF GENERAL SERVICES - OFFICE OF STATE PUBLISHING	See the "Department of General Services (DGS) - Office of State Publishing (OSP)" definition.
DIRECT DEPOSIT (DD)	Method by which the State Controller's Office automatically deposits employee's payments into their designated bank accounts.
DIVISION PC/LAN SUPPORT SECTION	A part of the Personnel/Payroll Operations Branch (PPOB) within the Personnel/Payroll Services Division (PPSD) of the State Controller's Office. This section is responsible for developing and supporting personal computer (PC) applications for operations staff; providing PC hardware/software and LAN support for Division users. This group also provides application support for special projects as required across the Division.
DOC NUMBER	Found in the PIMS Position (PSN) Inquiry - Conveys the document processing number that identifies the number of personnel actions that have been processed for the employee.
DOCK (DCK)	Approved time off without pay. Cannot exceed 10 days in a 21 day pay period or 11 days in a 22 day pay period. Usually used because employee does not have enough leave credits to cover an absence. See also **DOCK REPORT (ABSENCES WITHOUT PAY) - STD 603**
DOCK REPORT (ABSENCES WITHOUT PAY) - STD 603	See also "STD 603 - Absences Without Pay" Used to document approved absences, known as Informal Leave (Dock) or Leave Without Pay, or Absence Without Leave (AWOL). Standard Form 603 is used only for NEGATIVE Attendance Roll Codes 1 (monthly) and 2 (semi-monthly) employees to change the amount of regular time to be paid. It is also used to reduce pay due to dock for Negative Attendance employees for whom regular (monthly and semi-monthly) payrolls are prepared prior to the close of the pay period.
DOCK UPDATE (DCK)	Used to access a detail screen within a batch to key dock requests.

DOCUMENT REQUEST	When a PAR or NOPA has been lost or destroyed, a duplicate document may be requested from Personnel Operations by calling the Liaison Unit. Decentralized agencies can request a duplicate PAR for their employees from their site.
DOE (DEPARTMENT OF EDUCATION)	See the "Department of Education (DOE)" definition.
DOF (DEPARTMENT OF FINANCE)	See the "Department of Finance (DOF)" definition.
DOMESTIC PARTNERSHIP COVERAGE	Effective January 1, 2005, new provisions of the California Domestic Partner Rights and Responsibilities Act of 2003 became operative. The law gives domestic partners the same rights, protections, and benefits as spouses. Domestic partner coverage is available to same sex partners (registered with the Secretary of State) or opposite sex partners if the State employee and/or his/her partner are age sixty-two (62) or over and eligible for Social Security.
DPA (DEPARTMENT OF PERSONNEL ADMINISTRATION)	See the "Department of Personnel Administration (DPA)" definition.
DUP KEY	Duplication of data. Duplicates information that is the same from the corresponding line on the previous record.
DUMMY	Not conforming to documentation or to standard coding/format/ computation. Examples: 1. "Dummy'' payments are devices used to circumvent system limitations. They are not payments intended for release to employees. 2. "Dummy'' gross does not equal time worked multiplied by salary rate. 3. "Dummy'' warrant register does not have headings, preprinted lines, or other features of regular register.

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E

EAR (EMPLOYEE ACTION REQUEST)	See the "Employee Action Request (EAR)" definition.
EARNINGS ID	A unique number or letter or set on numbers(s) and/or letter(s) up to 4 characters that identifies a specific type of pay.
EDA (EMPLOYEE DEVELOPMENT APPRAISAL)	See the "Employee Development Appraisal (EDA)" definition.
EE	Employee
EFFECTIVE DATE	The date upon which something is considered to take effect.
EH	See the "Employment History (EH)" definition.
EHDB (EMPLOYMENT HISTORY DATABASE)	See the "Employment History Database (EHDB)" definition.
EH RESTORE	See the “Employment History (EH) Restore” definition.
EI (EMPLOYEE INQUIRY)	See the "Employee Inquiry (EI)" definition.
EMPLOYEE ACTION REQUEST (EAR)	Employee Action Request (STD 686) form is used by employees to report employee information necessary for employment such as name, address and tax allowances to Personnel Payroll Operations Branch.
EMPLOYEE ACTION REQUEST (EAR) INQUIRY	One of the five types of Employment History inquiries made through the PIMS prompt screen. The EAR Inquiry displays current information and is formatted in the same order as the EAR form.
EMPLOYEE ACTION REQUEST (EAR) - STD 686	See the "STD 686 - Employee Action Request" definition.

EMPLOYEE ASSISTANCE PROGRAM (EAP)	State of California employees and their eligible dependents have access to a statewide Employee Assistance Program (EAP). This program is provided by the State of California as part of the State's commitment to promoting employee health and wellbeing at no charge to the employee. This program provides a valuable resource for support and information during difficult times and consultation on day-to-day concerns. For more information about the Employee Assistance Program, visit the CalHR website at www.calhr.ca.gov.
EMP (EMPTY BATCH)	See the "Empty Batch (EMP)" definition.
EMPLOYEE INQUIRY (EI)	Used to inquire pay requests for a specific employee.
EMPLOYEE TIME CERTIFICATION (ETC)	Used to access a detail screen within a PIP batch to key employee time certifications (RETROACTIVE).
EMPLOYEE TIME CERTIFICATION - STD 966	See the "STD 966 - Employee Time Certification" definition.
EMPLOYER PAID MEMBERSHIP CONTRIBUTION (EPMC)	A retirement plan where the gross amount that is subject to retirement, is reduced for tax computations by the amount equal to the retirement contribution.
EMPLOYMENT HISTORY (EH)	Personnel records of employees paid under the Uniform State Payroll System (USPS) maintained by PPSD, Personnel Operations, on a centralized computer data base.
EMPLOYMENT HISTORY AND SYSTEMS ACTIVITIES COORDINATION AND SUPPORT SECTION OF SCO	This section provides the business analysis and performs the functions necessary to support the Division's automated systems. The section ensures the integrity of the data, defines requirements for modifying the system in response to mandates and customer needs, conducts acceptance testing for system releases, and implements pay increases resulting from collective bargaining agreements.
EMPLOYMENT HISTORY DATABASE (EHDB)	A centralized computer database that contains personnel records of employees. This database is maintained by the State Controller's Office, Personnel/Payroll Services Division, Personnel Operations Unit and contains the "official" file of personnel related information for all Civil Service/Exempt, California State University employees, elected officials, judges, and legislators employed by over 150 State departments and campuses.
EMPLOYMENT HISTORY (HIST) INQUIRY	One of the five types of Employment History inquiries made through the PIMS prompt screen. The HIST Inquiry is used to inquire on employment history records to verify transactions posted correctly.
EMPLOYMENT HISTORY (EH) RESTORE	A process normally run each Wednesday to move records from the INACTIVE Employment History Data Base to the ACTIVE Employment History Data Base. (See PAM Sections 10.25 and 10.25.1).
EMPLOYMENT HISTORY TRANSACTIONS CODES	A three digit alpha/numeric codes assigned to various types of personnel transactions by Personnel Services for programming purposes. The proper code **MUST** be used on each PAR.
EMPLOYMENT LIST	A list of persons eligible for employment as a result of an examination or reemployment eligibility after a layoff.
EMPTY BATCH (EMP)	The status of a batch when no detail transactions were keyed or selected.
ENHANCED NDI CALCULATOR	Computes the NDI pay and leave supplementation requirements based solely on the data entered by the user. The calculator does not use employment history and payment history information. http://www.sco.ca.gov/ppsd_state_hr.html.
END OF FIELD (EOF)	Indicates erase to end of field.
ENDING PAY PERIOD	Last day of the pay period.
ENTRY DATE	The date an entry or transaction was made into an SCO Production system.
EOF (END OF FIELD)	See the "End of Field (EOF)" definition.

EPMC (EMPLOYER PAID MEMBERSHIP CONTRIBUTION)	See the "Employer Paid Membership Contribution (EPMC)" definition.
ERASE EOF KEY	Used to erase information within a field.
ESTABLISHED POSITION	A specific staff assignment defined and funded in the State budget.
ETC (EMPLOYEE TIME CERTIFICATION)	See the "Employee Time Certification (ETC)" definition.
EXAMINATION	A competitive oral, written, or performance test or any combination. Tests are given on an open or promotional basis or combinations thereof (promotional only, combined open and promotional, and open non-promotional). A competitor need not be a state employee to compete in an open examination. A competitor must have permanent or probationary status to compete in a promotional examination.
EXCEPTION	A Transaction that is not included in the Master Payroll and/or Personnel processing. As used in the Master Payroll Certification process, exceptions are Master payroll warrants that are in need of further action (i.e., redeposit and reissue).
EXCESS HOURS	1. Hours worked in excess of 160 hours per pay period by intermittent employees. These hours CANNOT be carried over for the purpose of earning sick leave, vacation, salary increases and State service. However, hours earned UNDER 160 hours per pay period are accumulated for purposes of earning sick leave, vacation, salary increases and State service. 2. Hours worked in excess of the normal number of working days in a pay period when an employee has a shift assignment other than Monday through Friday. These are recorded by the department.
EXCLUSIVE REPRESENTATIVE	An organization that is responsible for negotiating a contract and representing employees within their respective bargaining unit(s) on all matters covered under the collective bargaining agreement.
EXECUTIVE OFFICER	The Executive Officer of the State Personnel Board of the State of California.
EXEMPT	Employees who are appointed or elected to .state government positions without competing in competitive examinations.
EXEMPT APPOINTEES	A group of State employees who are appointed or elected to State government positions without competing in an examination. These employees are not bound by the same rules and regulations as civil service employees.
EXEMPT AUTHORITY	Salary setting bodies and/or appointing powers for exempt positions. Includes: DPA Exempts, Judicial Council, CSU, Conservation (CCC).
EXISTING BATCH	A Batch that is created and maintained on the PIP system. The Batch Status can be Empty (EMP), Saved (SAV), Closed (CLS), Deleted (DEL) or Processed (PRC).
EXPIRATION DATES	The dates on which an appointment or temporary separation expires.
EXTRACT	The method of pulling batches off of the system to process the data.
EXTRA HOURS	1. Compensable time worked over the minimum amount of hours for the work week group (official overtime). 2. Used by some departments to indicate overtime which is compensable at time and one-half (premium) rather than straight time.

F

FAMILY CODE (FC)	Statutes, court decisions, and provisions of the federal and state constitutions that relate to family relationships, rights, duties, and finances.
FAMILY MEDICAL LEAVE ACT (FMLA)	Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to twelve workweeks of leave in a 12-month period for the birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; to care for the employee's spouse, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job; and any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty." The FMLA also allows for twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave). For more information about FMLA, visit the U.S. Dept. of Labor's FMLA webpage at http://www.dol.gov/dol/topic/benefits-leave/fmla.htm.
FC (FAMILY CODE)	See the "Family Code (FC)" definition.
FIELD	Specified area (columns in coding) for one subject.
FIRST TIER	First tier retirement benefit formulas require you to make employee contributions to CalPERS and provide the highest level of benefit in retirement.
FISCAL YEAR (FY)	The twelve-month period of time beginning July 1st and ending the following June 30th.
FLEX	Abbreviation for the CalHR-sponsored flexible benefits program, FlexElect.
FLEXELECT	The State of California's FlexElect program offers two types of employee benefits: pre-tax reimbursement accounts for out-of-pocket medical and dependent care expenses, and Cash Options in lieu of your state-sponsored health and/or dental benefits.
FLEXELECT REIMBURSEMENT ACCOUNTS	Employees who expect to pay out-of-pocket medical or dependent care expenses during the coming year may benefit from a FlexElect Reimbursement Account. Most State employees are eligible. With a FlexElect Medical Reimbursement Account, an employee can use payroll deductions to pay for medical expenses that are not covered by their health, dental, or vision plan. A FlexElect Dependent Care Reimbursement Account lets the employee use payroll deductions to pay for day care expenses for a child or parent.When an employee enrolls in a reimbursement account, they specify an amount to be deducted from their pay warrants for the year. These deductions are not counted as taxable income. Funds are held in a special account used by the employee to reimburse themselves for covered expenses they and their eligible dependents incur during the year. To ensure the employee gets back all the funds in their account, they need to submit eligible reimbursement claims by a specified deadline. For more information about FlexElect Reimbursement Accounts, visit the CalHR website at www.calhr.ca.gov.
FMLA (FAMILY MEDICAL LEAVE ACT)	See the "Family Leave and Medical Act (FMLA)" definition.
FOCUS	A fourth generation software computer language used to create and access the Management Information Retrieval System (MIRS).
FOOTNOTES	As used in the Civil Service PayScale-a 2 digit code data element detailing additional provisions of a class code
FORMAT TYPE	Refers to the Time and Attendance, Dock and Miscellaneous Payroll formats.

FRACTIONAL TIME BASE	Six digits identifying the employee's time base if other than full-time, intermittent, or indeterminate. First three digits are the numerator; the last three digits the denominator; e.g., one half time = 001/002.
FULL MONTH	A full month is equal to the maximum number of days possible in a specific pay period as related to the specific calendar. For civil service, pay periods have either 21 or 22 days for a full month. Academic calendars may have a different number of days for a full month depending on the specific pay period and the related employing campus of department. Pay history (HIST) may reflect 99 in time which denotes a full month. This does not mean that 99 days were paid and should not be viewed as such.
FY (FISCAL YEAR)	See the "Fiscal Year (FY)" definition.

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G

GARNISHMENT	The process of deducting money from an employee's monetary compensation (including salary), sometimes as a result of a court order. Wage garnishments continue until the entire debt is paid or arrangements are made to pay off the debt. Garnishments can be taken for any type of debt but common examples of debt that result in garnishments include: child support, defaulted student loans, taxes, and unpaid Court costs.
GC (GOVERNMENT CODE)	See the "Government Code (GC)" definition.
GEN or GSI (GENERAL SALARY INCREASE)	See the "General Salary Increase (GSI or GEN)" definition.
GENERALIST	Person and/or unit responsible for performing a variety of personnel/payroll activities.
GENERAL SALARY INCREASE (GSI or GEN)	See the "General Salary Increase (GSI or GEN)" definition.
GOVERNMENT CODE (GC)	One of 29 sets of legal code groups enacted by the California State Legislature that together, form the general statutory law of California. To learn about specific government codes, visit the Office of Administrative Law website at: www.oal.ca.gov.
GRAY PERIOD	A period of time for academic employees that is not covered by the academic calendar.
GREEN CYCLE	A daily cycle that falls between master payroll cutoff and the end of the pay period. Includes daily payroll and supplemental master payroll.
GRIEVANCE PROCEDURE	The legal procedure used to grieve a term or condition of employment.
GROSS PAY	Amount earned prior to the payroll deductions being subtracted.
GROSS TYPE	Method by which gross is computed.
GROUP LEGAL SERVICES PLAN	The Group Legal Services Plan is a voluntary, employee-paid benefit that can provide you with legal consultation and representation. Employees designated as excluded and certain represented employees are eligible to enroll. New employees, if eligible, may enroll within the first 60 days of employment or during the annual open enrollment. A variety of legal services are available such as will preparation, legal consultation and representation for domestic matters, defense of civil actions, criminal misdemeanors and traffic charges, bankruptcy proceedings, and review and preparation of documents. For more information about the Group Legal Services Plan, visit the CalHR website at www.calhr.ca.gov.
GSI or GEN (GENERAL SALARY INCREASE)	See the "General Salary Increase (GSI or GEN)" definition.

H

HAM (HIRING ABOVE MINIMUM)	See the "Hiring Above Minimum (HAM)" definition.
HARD COPY	A printed paper copy of computer output in readable form such as documents, summaries, reports, or listings.
HEADER (PAYROLL)	Indicates the name of the agency/campus, reporting unit, name of fund, identification of appropriation, (chapter, item number, etc.) and fiscal year. Always printed on warrant registers and attendance reports.
HEAL	This is an outdated term referring to a system application that provided on-line access to health benefit deduction information. This system has been replaced by the My|CalPERS System.
HEALTH (MEDICAL) BENEFITS	See the "Medical (Health) Benefits" definition.
HIRING ABOVE MINIMUM (HAM)	Appointing new State employees above the entrance rate of the class based upon extraordinary qualifications of the person being appointed.
HIST	See the "Employment History (EH)" definition.
HISTORY TYPES	History Types are the options available on Employment History (PIMS) screen. History Type screens display specific PAR items for each transaction selected.
HOLIDAYS	State employees observe the following paid holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. If a State employee is required to work on a holiday, they will be compensated in accordance with your collective bargaining agreement and/or State regulations. For more information about Holidays, visit the CalHR website at www.calhr.ca.gov.

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I

IDL (INDUSTRIAL DISABILITY LEAVE)	See the "Industrial Disability Leave (IDL)" definition.
INACTIVE BATCH	A batch that has been processed (PRC) or deleted (DEL). Inactive batches cannot be updated. Information can be accessed from the PIP Inquiry System.
INDUSTRIAL DISABILITY LEAVE (IDL)	Absence of an employee due to a job-related illness or injury. A work-related benefit paid in lieu of TO for members of Public Employees' Retirement System (PERS) and State Teachers' Retirement System (STRS).
INDUSTRIAL DISABILITY LEAVE SUPPLEMENTATION CALCULATOR	The on-line calculator is to be used to calculate IDL supplementation information only. It is not be used to calculate any other types of pay, such as IDL Full, IDL 2/3, and regular pay. This calculator can be found at http://www.sco.ca.gov/ppsd_state_hr.html. See also the entry for **INDUSTRIAL DISABILITY LEAVE SUPPLEMENTATION (IDL/S) CALCULATOR**

INDUSTRIAL DISABILITY LEAVE SUPPLEMENTATION (IDL/S) CALCULATOR	The on-line calculator is to be used to calculate IDL supplementation information only. It is not be used to calculate any other types of pay, such as IDL Full, IDL 2/3, and regular pay. The calculator computes the gross pay and the number of leave credit hours needed for full IDL supplementation. Calculations are based solely on the data entered on the calculator's screen. Employment History and Payment History information is not used by the calculator. For more information, including Exception Conditions, refer to the Payroll Procedures Manual (PPM), Section L, located at: http://www.sco.ca.gov/ppsd_state_hr.html.
INDUSTRIAL RETIREMENT CATEGORY	Includes all State employees who are not State Safety members, State Miscellaneous members, or State Peace Officer/Fire Fighter members. (See GC Section 20382)
INFORMATIONAL LIST	An informational copy of examination results sent to departments from CalHR.
IN-GRADE	Occurring within a specified labor grade or rate range or occupational classification, as in in-grade wage increase, and is referenced in the term SISA or Special In-Grade Salary Adjustment.
INTERCHANGEABLE CLASS	Used for specific classes to promote the policy of recruiting employees at entry level and promoting later to a journeyman level without additional budgetary action.
INTERMITTENT	An hourly time base. Employee's tenure may be Temporary Authorization Appointment (TAU), Limited Term (LT), or permanent. May occasionally be a daily time base.
INTERFACE	The transfer of data/information between computer systems such as between Employment History and the Uniform State Payroll System.
IUOE (INTERNATIONAL UNION OF OPERATING ENGINEERS)	See also "Bargaining Unit 12" and "Bargaining Unit 13". Members consist of operating engineers, stationary engineers, nurses and other health industry workers, public employees engaged in a wide variety of occupations, as well as a number of job classifications in the petrochemical industry.
ISSUE DATE	The date a warrant/payment is redeemable.

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J

JRS (JUDGES' RETIREMENT SYSTEM)	See the "Judges' Retirement System (JRS)" definition.
JUDGES' RETIREMENT SYSTEM (JRS)	Retirement coverage for employees appointed to Statutory Exempt Class Codes 5987, 5977, 5991, and 9999. (GC Sections 75000-75613)
JURY DUTY	If called for jury duty, State employees serve with no loss in pay as long as they remit to the State a jury duty slip. An employee does not have to remit any payment received for travel expenses. However, any jury duty fees received must be remitted to the State. The employee's supervisory must be notified and the work schedule discussed when called for jury duty. To view more information about Jury Duty, visit the CalHR website at www.calhr.ca.gov.
JUSTIFICATION (RIGHT/LEFT)	Information placed in proper spaces; i.e., all information entered starting at left margin (left justification) or ending all information at same field on right margin (right justification).

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K

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L

LAB (LEAVE ACTIVITY AND BALANCES) REPORT	See the "Leave Activity and Balances (LAB) Report" definition.

LABOR CODE (LC)	A collection of civil law statutes for the State of California. The code is made up of statutes which govern the general obligations and rights of persons within the jurisdiction of the State of California.
LABOR CODE (LC) 4800	Whenever an employee of the California Highway Patrol, the Department of Justice, or the Department of Fish and Wildlife, within the PERS "State Safety" classification, is disabled in the course of duty, the employee is entitled to a leave of absence for a period not exceeding one year, regardless of service with the agency. While disabled the employee shall not lose any salary.
LAS (LEAVE ACCOUNTING SYSTEM)	See the "California Leave Accounting System (CLAS or LAS)" definition.
LAST PAGE (LP)	Used only in the Update mode, this command will access the last page of a specific format.
LC (LABOR CODE)	See the "Labor Code (LC)" definition.
LEAVE ACTIVITY AND BALANCES (LAB) REPORT	Identifies the previous month's transactions and gives updated information on the employee's current Leave Benefits and balances and is produced on approximately the 11th workday each month.
LEAVE ACCOUNTING SYSTEM (LAS or CLAS)	See the "California Leave Accounting System (CLAS or LAS)" definition.
LEAVE BENEFITS	Umbrella term used for many types of benefited and/or accrued time provided to State employees. For more information on Leave Benefits, visit the CalHR website at www.calhr.ca.gov. Also review bargaining unit contracts for more specifics.
LEAVE OFFSET CALCULATOR	Reference Payroll Letter 12-005 (Civil Service Only). Per Government Code 19838 all Civil Service employees are eligible to participate in the Leave Credit Offset program. This process allows employees to use existing leave credits to satisfy an outstanding Accounts Receivable via a payroll deduction method. To determine the number of leave credits an employee must cash out in order to generate monies equal to/greater than the net of the AR, specific calculation routines must be performed. To assist the department with calculations, PPSD developed an on line calculator. This calculator can be found at http://www.sco.ca.gov/ppsd_state_hr.html.
LEAVE WITHOUT PAY (LWOP)	Approved absence without pay.
LEAVES OF ABSENCE	Unpaid leaves of absence of up to one (1) year may be granted in certain situations. If an employee anticipates the need for a leave of absence, they must prepare a formal request. When the employee returns from an unpaid leave of absence, they may not return to the exact job they left, but will be placed in the same classification or, if they and their department agree, a similar position for which they are eligible. It is important to note that a leave of absence will not be approved to search for other employment.
LEGEND	Explanatory list of symbols =, O, ●, (used on Required/Conditional charts in the Personnel Action Manual (PAM). The legend appears in the bottom left-hand corner of each chart. See sections 3.0 - 3.1 for a detailed explanation of the legend and its use.
LEGISLATIVE RETIREMENT SYSTEM (LRS)	Retirement coverage for legislators and constitutional officers (except judges). (GC Sections 9350-9378)
LIAISON UNIT	A unit whose primary function is to receive and respond to telephone inquiries from agencies/campuses concerning PAR and EAR documentation, interpretation of the PPM or PAM, document requests, etc.

LIFE INSURANCE	Managerial, supervisory, confidential, and excluded employees are automatically covered by Group Term Life Insurance. The State pays the premium for basic coverage of $50,000 for managers and $25,000 for supervisors, confidential, and excluded employees. Supplemental Life coverage is available at the employee's expense. For more information about Life Insurance, visit the CalHR website at www.calhr.ca.gov.
LIMITED TERM (LT)	Used to fill positions of a temporary duration.
LINE 12 EMPLOYMENT HISTORY	Printed record of a summary of employment history transactions shown at the bottom portion of the turnaround PAR. See section 9.1 of the PAM for an illustration. For information on transactions that do not print in Line 12, see PAM section 2.208.
LT (LIMITED TERM)	See the "Limited Term (LT)" definition.
LONG TERM DISABILITY INSURANCE	Eligible employees may enroll in Long Term Disability Insurance, which provides income replacement in the event they become disabled due to an illness or injury and cannot perform their normal job duties for six (6) months or longer. This benefit is available to permanent employees appointed to managerial, supervisory, confidential, and other excluded positions with a time base of half time or more. Newly eligible employees have a sixty (60) day period in which to enroll. Open enrollment period is also held every eighteen (18) to twenty-four (24) months. For more information about Long Term Disability Insurance, visit the CalHR website at www.calhr.ca.gov.
LONG TERM MILITARY LEAVE	More than 6 months of military service, but cannot exceed 4 years; must have permanent or probationary status.
LP (LAST PAGE)	See the "Last Page (LP)" definition.
LRS (LEGISLATIVE RETIREMENT SYSTEM)	See the "Legislative Retirement System (LRS)" definition.
LUMP SUM PAYMENT	Cash payment paid to a separating employee for vacation and overtime which may include holidays. This may also include sick leave pay for disability retirement.
LUMP SUM PAYMENT DEFERRAL	A PAR Item (877) to indicate that payment of Lump Sum time is to be deferred to the following tax year.
LWOP (LEAVE WITHOUT PAY)	See the "Leave Without Pay (LWOP)" definition.

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M

MANAGEMENT AUDIT AND REVIEW SECTION (MARS)	A section for internal auditing within the State Controller's Office, Division of Audits.
MANAGEMENT INFORMATION RETRIEVAL SYSTEM (MIRS)	A reporting system maintained by the State Controller's Office and is used by State of California Human Resources staff. MIRS allows users to generate pre-written reports or create ad hoc reports for Employment History, Payment History, Employer Sponsored Deductions, Leave Accounting and Position Inventory.
MARK IV	Programming language used in generating special reports and computer jobs.
MARS (MANAGEMENT AUDIT AND REVIEW SECTION)	See the "Management Audit and Review Section (MARS)" definition.
MASS UPDATES	Actions affecting many or all records such as General Salary Increase (GSI), deduction changes, MSAs, SISAs, etc. may be processed automatically by the State Controller's Office.
MASTER PAYROLL	Regular monthly payroll that is prepared as of cutoff date for monthly rate employees in roll codes 1 and 2.
MASTER PAYROLL CERTIFICATION (MPC) SYSTEM	An online and batch process system which allows agencies to certify attendance for the negative attendance employees.

MAXIMUM STEP OF THE RANGE	The highest step or rate of a salary range.
"MAY"	Is Permissive (Refer to General Provisions of the Government Code).
MCR (MODIFIED CLASSIFICATION REVIEW)	See the "Modification Classification Review (MCR)" definition.
MEDICAL (HEALTH) BENEFITS	Employees, who have a permanent or limited-term appointment lasting at least six (6) months and a day, and a time base of half time or more, are eligible for State health benefits. The State pays a portion of employee premiums, referred to as the State's contribution, which is negotiated through the collective bargaining process. Employees may enroll in a health plan within the first sixty (60) days of employment or eligibility. Coverage becomes effective the first day of the month following the date that Human Resources receives all completed Health Benefits Plan Enrollment Form (HBD-012) and Declaration of Health Benefits (HBD-12a) or during the annual open enrollment period. Changes in coverage also are permitted during open enrollment. For more detailed information about State Medical Benefits, visit the CalPERS website at www.calpers.ca.gov and the CalHR website at www.calhr.ca.gov.
MEDICARE	A National health program through which certain medical and hospital expenses of the aged and the needy are paid for from Federal, mostly Social Security funds. The hospital insurance tax portion of the Federal Insurance Contributions Act (FICA).
MEMBER	An employee who has qualified for membership in a retirement system and on whose behalf an employer has become obligated
MEMBER GROUP	Retirement Category containing the following employee groups: Industrial, Miscellaneous, Patrol (CHP), Peace Officer/Firefighter, and Safety.
MEMORANDUM OF UNDERSTANDING (MOU)	A contract by Collective Bargaining organizations (Unions) with the State of California that spells out the terms and conditions of employment for that particular unit, including any pay or benefit increases. For information on MOUs, visit the CalHR website at: www.calhr.ca.gov.
MERIT SALARY ADJUSTMENT (MSA)	An annual increase equivalent to one step in the salary range to which the employee is entitled if he/she meets the standards of efficiency required for the position.
MERIT SELECTION MANUAL	Establishes operational standards and guidelines for conducting selection processes for the State's civil service, as well as documenting professional best practices.
MICROFICHE	A sheet of microfilm that contains micro images of records on employees/agencies.
MICROFILM	A reel of film bearing a photographic record on a reduced scale of printed material.
MILITARY LEAVE	California State employees called to active military duty may be paid their regular State salary for up to thirty (30) days of duty per year, if they meet certain requirements. In addition, the State will pay the difference between the employee's State salary and military salary (if the State salary is higher) up to six (6) months for specified military campaigns. For more information about Military Leave, visit the CalHR website at www.calhr.ca.gov.
MINIMUM QUALIFICATIONS (MQs)	The minimum amount of education and/or experience required to participate in an examination.
MIRS (MANAGEMENT INFORMATION RETRIEVAL SYSTEM)	See the "Management Information Retrieval System (MIRS) definition.
MIS (MISCELLANEOUS UPDATE)	See the "Miscellaneous Update (MIS)" definition.

MISCELLANEOUS PAYROLL/LEAVE ACTIONS - STD 671	See the "STD 671 - Miscellaneous Payroll/Leave Actions" definition.
MISCELLANEOUS RETIREMENT CATEGORY	Includes all members employed by the State and State Universities except Industrial, Patrol, State Peace Officer/Fire Fighter, and State Safety members. (See GC Section 20380)
MISCELLANEOUS UPDATE (MIS)	Used to access a detail screen within a batch to key all pay requests except regular pay and dock transactions. The manual contains discussions of key selection subjects, addressing the issues and factors that directly impact the efficiency and effectiveness of the State's selection program.
MODIFIED CLASSIFICATION REVIEW (MCR)	The process of allocating a position (a set of duties) to a classification (a group of positions). Classes on MCR I list have relatively few allocation problems. Classes on MCR II will require prior CalHR approval in certain cases. Classes not on MCR list I or II ALWAYS require prior CalHR approval. Detailed information is located in the Pay Scales.
MODIFIED FIRST-TIER	An optional retirement system plan for current/newly hired Civil Service Second-Tier Miscellaneous/Industrial members. Eligibility is based on bargaining unit agreement. (May or may not pay Social Security/Medicare.)
MONTHLY PAY PERIOD	A State pay plan used to pay employees on the basis of 12 nearly equal pay periods each year with the exception of academic and biweekly employees and statutory officers. Each pay period contains 21 or 22 compensable days and may or may not coincide with a calendar month.
MONTHLY WORKLOAD CALENDARS	These Payroll and Personnel calendars define the monthly Payroll/Personnel processing cycle events and are located at http://ppsdcoin/calendars/workload/index.shtml.
MOST RECENT TRANSACTION	That transaction which has the most recent effective date and is posted immediately below "Current Status" in Line 12 – Employment History, of the Personnel Action Request (PAR).
MOU (MEMORANDUM OF UNDERSTANDING)	See the "Memorandum of Understanding (MOU)" definition.
MOVEMENT BETWEEN CLASSES	An appointment to a different class. The movement might be by permissive reinstatement, transfer or certification.
MSA (MERIT SALARY ADJUSTMENT)	See the "Merit Salary Adjustment (MSA)" definition.
MQs (MINIMUM QUALIFICATIONS)	See the "Minimum Qualifications (MQs)" definition.

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N

NEARLY EQUAL PAY PERIODS	The state pay plan consists of twelve — nearly equal pay periods each year (except for academic and biweekly-paid employees and statutory officers). Each pay period contains either 21 or 22 normal workdays and will be a calendar month except when more than 22 or less than 21 normal workdays fall within a month, the pay period may end one day before or after the end of a calendar month. Within a given pay period, employees may be paid once for the pay period (monthly); or twice (semi-monthly). For employees paid every other week (bi-weekly), their salaries are paid on average of twenty-seven pay periods each year
NEGATIVE ATTENDANCE	Payroll is prepared in advance of payday and attendance certification based on the premise the employee will receive a full month warrant unless reported otherwise. Payment is based on ANTICIPATED time worked after Master Payroll cutoff through the end of the pay period. Those employees make up Roll Codes 1 (monthly) and 2 (semi-monthly).
NET PAY	Amount earned after payroll deductions have been subtracted from the gross earnings.

NEXT ACTION COMMAND (ACTN)	A field used to request a command.
NDI (NONINDUSTRIAL DISABILITY INSURANCE)	See the "Nonindustrial Disability Insurance (NDI)" definition.
NON	Employees excluded from any type of retirement system/plan because of Appointment Type, Class Code, Immigration Status, or some other factor(s).
NONACADEMIC EMPLOYEE	The California State University system's term for employees who provide services that are non-instructional.
NON-ALLOWABLE ITEM	A PAR item that DOES NOT contain any symbol from the legend on a Required/Conditional chart and cannot have information entered.
NON-CITIZEN	A foreign born resident who has not become a naturalized citizen of the country in which they are residing.
NONDISCLOSURE OF EMPLOYEE HOME ADDRESS REQUEST - STD 677	See the "STD 677 - Nondisclosure of Employee Home Address Request" definition.
NONINDUSTRIAL DISABILTY INSURANCE (NDI)	Nonindustrial Disability Insurance is a wage continuation program for state employees who are unable to work due to non-work related illness or injury.
NONINDUSTRIAL DISABILITY LEAVE	Absence from work due to a non-work related illness or injury.
NONQUALIFYING PAY PERIOD	A pay period in which the employee worked insufficient time to qualify for service credit.
NONRESIDENT ALIEN	Any individual who is not a citizen or resident of the United States is a nonresident Alien. An alien individual meeting either the “green card test” or the “substantial presence test” for the calendar year is a resident alien. Any person not meeting either test is a nonresident alien individual.
NON-SUFFICIENT FUNDS (NSF)	A condition when an appropriation has been expended or is nonexistent.
NON UNIFORM STATE PAYROLL SYSTEM (NON-USPS)	Reference PPM Section N 100. Federal and State tax laws require that employers report income and related amounts for payments other than regular wages including salary advances, fringe benefits and employee business expense reimbursements. Payments are generally issued via the claims process rather than the Uniform State Payroll System (USPS). Therefore, payments are reported via a unique reporting process called the Non-Uniform State Payroll System (Non-=USPS).
NOPA (NOTICE OF PERSONNEL ACTION)	See the "Notice of Personnel Action (NOPA)" definition.
NOT DEFINED	All other PAR items are not defined. Errors to "not defined" items are corrected by documenting a correct (see PAM, page 9.4).
NOTICE OF PERSONNEL ACTION (NOPA)	A form that is computer generated for certain PAR transactions. The NOPA provides the employee with an informational copy of certain transactions, which affect their status. It also serves as a legal document for recording the employee’s signature on appointments and some miscellaneous changes.
NSF (NON-SUFFICIENT FUNDS)	See the "Non-Sufficient Funds (NSF)" definition.
NUMERIC	Digits 0 through 9.

O

OAL (OFFICE OF ADMINISTRATIVE LAW)	See the "Office of Administrative Law (OAL)" definition.
OASDI (OLD AGE, SURVIVOR, AND DISABILITY) STATUS	See the “Old Age, Survivor, and Disability Status (OASDI) Status” definition.
OATH	A declaration of support and allegiance as defined in Article XX, Section 3 of the Constitution of the State of California.
OFFICE OF ADMINISTRATIVE LAW (OAL)	Where to access current SPB Regulations. Under the California Code of Regulations, "Title 2. Administration", "Division 1. Administrative Personnel", "Chapter 1. State Personnel Board".
OFFICIAL PERSONNEL FILE (OPF)	Contains records relating to your employment. Confidential or restricted information contained in the Official Personnel File may be disclosed only to persons authorized by law and departmental policy to receive such information for official purposes.
OK INDICATOR	For preloaded batches an "X" must be entered in this field to process the employee pay request. For scratch batches an "X" will automatically display when pay is requested and the page has been updated.
OLD AGE, SURVIVOR, AND DISABILITY STATUS (OASDI) STATUS	OASDI is an acronym for Old Age, Survivor, and Disability Insurance and is the official name for Social Security in the United States. There are two parts to this attribute; Part 1 is Social Security and Part 2 is Medicare Status.
OPF (OFFICIAL PERSONNEL FILE)	See the "Official Personnel File (OPF)" definition.
ORAL EXAMINATION	Appearance before a Qualifications Appraisal Panel (QAP) consisting of a CalHR representative(s) and/or a public member from outside state service; may also be an Employee Development Appraisal (EDA).
OUT-OF-SEQUENCE	A transaction effective prior to the most recent transaction posted on the employee's employment history record, or a transaction effective the same date as the most recent transaction that, when posted, will post prior to the most recent transaction.
OUT-PLACEMENT SERVICES, CALIFORNIA STATE UNIVERSITY	Job placement services provided to certain Management Pay Plan (MPP) employees within the CSU system.
OVERTIME CODE	Definitions of overtime codes and their corresponding values can be found on the State Controller's Office website in the Payroll Procedures Manual (PPM) - Section B, Codes Index
OVERTIME MEAL COMPENSATION	Overtime meal allowance payments, the value of overtime meal tickets and the value of actual overtime meals provided by the employer.

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P

PADDED PAR	Personnel Action Request (STD 680A), a form used by the appointing power to initially put an employee's record on the Employment History System Data Base, to document transaction packages or for additional positions new to the data base.
PAM (PERSONNEL ACTION MANUAL)	See the "Personnel Action Manual (PAM)" definition.
PAM REVISIONS	Updates and changes to the Personnel Action Manual (PAM) are issued on a regular schedule (4 times a year: February, May, August and November) and as needed to report changes in documentation and procedures.

PAR (PERSONNEL ACTION REQUEST)	See the "Personnel Action Request (PAR)" definition.
PAR ITEMS	Individual blocks on the PAR, which have a title and an assigned number. The first digit of each item number corresponds to the PAR line number of the item.
PARENTAL LEAVE OF ABSENCE	Permanent employees are eligible for an unpaid leave of absence for purposes of pregnancy, childbirth, and recovery from or care for the newborn child for a period not to exceed one (1) year.
PARR SETTLEMENT	The Parr Lawsuit Settlement Benefit, is a 28 or 56-hour earned leave credit for employees who were adversely impacted by the issuance of registered warrants in 1992 and, who met the settlement criteria, were entitled to receive leave credits based on the Parr Settlement.
PART-TIME, SEASONAL, AND TEMPORARY (PST)	Retirement program for State and CSU employees not covered by a retirement system or Social Security. (See the CalHR Benefits Administration Manual for more information.)
PATROL (CHP) RETIREMENT CATEGORY	Includes all members employed by the Department of California Highway Patrol whose principle duties consist of active law enforcement. (See GC 20390)
PAY ADJUSTMENT REQUEST (ADJ)	Used to access a detail screen within a PIP batch to key adjustments to pay previously issued.
PAY ADJUSTMENT REQUEST - STD 683	See the "STD 683 - Pay Adjustment Request" definition.
PAYCHECK CALCULATOR	A calculator that assists with projecting state employee net pay and deductions. The Paycheck Calculator is located at: http://www.sco.ca.gov/ppsd_state_hr.html.
PAY PERIOD	Designation of the period of time for which payment is made. There are 12 periods in a calendar year containing 21 or 22 work days in each pay period.
PAY PERIOD TYPE CODES	Identifies frequency of payment. Definitions of pay period type codes and their corresponding values can be found on the State Controller's Office website in the Payroll Procedures Manual (PPM) - Section B, Codes
PAYMENT HISTORY SYSTEM (HIST)	An online inquiry payment record that is accessed from the SCOPROD screen. HIST stores 36 pay periods, plus current, of payment history information from the issue date of payment.
PAYMENT ONLINE INFORMATION SYSTEM (POIS)	A system application that provides online access to the Payment History file.
PAYMENT TYPE CODES	Identifies type of payment (e.g., regular and overtime). Definitions of payment type codes and their corresponding values can be found on the State Controller's Office website in the Payroll Procedures Manual (PPM) - Section B, Codes Index
PAYMENT TYPE SUFFIX CODES	Definitions of payment type suffix codes and their corresponding values can be found on the State Controller's Office website in the Payroll Procedures Manual (PPM) - Section B, Codes Index
PAYROLL ADJUSTMENT NOTICE - STD 674	See the "STD 674 - Payroll Adjustment Notice" definition.
PAYROLL ADJUSTMENT NOTICE - ACCOUNTS RECEIVABLES - STD 674 A/R	See the "STD 674 A/R - Payroll Adjustment Notice - Accounts Receivable (A/R)" definition.
PAYROLL CODES	Definitions of payroll codes and their corresponding values can be found on the State Controller's Office website in the Payroll Procedures Manual (PPM) - Section B, Codes Index

PAYROLL CYCLE	There are three types of payroll cycles per pay period: 1. Master-processes (Roll Code 1) Negative Monthly attendance payroll; 2. Semi-Monthly-processes (Roll Code 2) Negative semi-monthly attendance payroll; and 3. Daily-processes (all roll codes) such as positive attendance payroll; adjustments to regular pay; supplemental payments, deductions, separations.
PAYROLL EXCEPTIONS REPORT - STD 666	See the "STD 666 - Payroll Exceptions Report" definition.
PAYROLL INPUT PROCESS (PIP)	An online/update data entry system that allows departments and agencies to submit a variety of payroll-related and leave transactions by keying batch inputs. PIP has two primary functions Update and Inquiry. The PIP Inquiry function provides transaction information for approximately three months from the creation date of the batch, as well as various methods of inquiry. The PIP Update function allows for the processing of several Payroll forms such as Form 672, 603, 671, 966, and 683. For more information about PIP, please refer to the Payroll Procedures Manual, or PPM, Section K - PIP documentation.
PAYROLL MASTER FILE	A file established for each employee that contains all mandatory, voluntary, and one-time deductions.
PAYROLL OPERATIONS	A part of the Personnel/Payroll Operations Branch (PPOB) within the Personnel/Payroll Services Division (PPSD) of the State Controller's Office. The primary function is maintaining the Uniform State Payroll System (USPS) and issuing payments under that system.
PAYROLL PROCEDURES MANUAL (PPM)	Provides information and instructions for completing and submitting payroll documents for all departmental/campus payroll offices; prescribes detailed payroll procedures not provided elsewhere and coordinates instructions of various authorities on specific payroll subjects; and includes information on codes, position process, attendance reporting cycles/cutoffs/ and transfer dates, disability, miscellaneous payments, deductions, and general processes. This includes accounts receivable, warrant processes, direct deposits, PIP system instructions, IDL supplementation calculator instructions, and non-uniform State payroll system data. For a more extensive review of the Payroll Procedures Manual, visit the State Controller's Office website at http://www.sco.ca.gov/ppsd_ppm.html.
PAYROLL PROCESSING CENTER ID (PPC ID)	A two character code identifying a specific department/campus.
PAYROLL WARRANT REGISTER	Report that displays the record of payments for each employee who has pay issued or adjusted on a daily, semi-monthly, or monthly cycle. This information includes the amount of original pay and any adjustments, transfers, Accounts Receivables, Accounts Receivables reversals, and/or redeposited amounts.
PAY SCALES	Published rate of pay by the State of California's salary-setting authority.
PC (PROBATE CODE)	See the "Probate Code (PC)" definition.
PCU (POSITION CONTROL UNIT)	See the "Position Control Unit (PCU)" definition.
PDL (PREGNANCY DISABILITY LEAVE)	See the "Pregnancy Disability Leave (PDL)" definition.
PEACE OFFICER/FIREFIGHTER RETIREMENT CATEGORY	Includes State officers and employees designated as Peace Officers as defined in Sections 830.2, 830.3, 830.4, and 830.5 of the Penal Code. (See GCs 20391-20398 & 20416)
PECG (PROFESSIONAL ENGINEERS IN CALIFORNIA GOVERNMENT)	Represents 13,000 State-employed engineers and related professionals responsible for designing and inspecting California's infrastructure, improving air and water quality, and developing clean energy and green technology.
PERS (CALIFORNIA PERSONNEL EMPLOYEES' RETIREMENT SYSTEM)	See the "California Personnel Employees' Retirement System (CalPERS)" definition.

PERFORMANCE APPRAISAL	When an employee acquires permanent State status, their work will be evaluated by their immediate supervisor at least once every 12 calendar months throughout their career. This provides the employee and the supervisor an opportunity to discuss job performance and career development.
PERSONAL HOLIDAY	An employee becomes eligible for a personal holiday once they complete six (6) months of State employment. After that, personal holidays are credited on the first day of July and may be used any time during the following twelve (12) months, subject to supervisor approval. Employees who work less than full time may be eligible for personal holiday credit; the number of hours is prorated based on the employee's time base.
PERSONNEL ACTION MANUAL (PAM)	Provides instructions for completion and processing of PAR, EAR, NOPA for all employees by departmental offices (except CSU). The Special Projects Bureau of PPSD maintains the PAM. For a more extensive review of the Personnel Action Manual, visit the State Controller's Office website at http://www.sco.ca.gov/ppsd_pam.html.
PERSONNEL ACTION REQUEST (PAR) INQUIRY	One of the five types of Employment History inquiries made through the PIMS prompt screen. The PAR Inquiry displays the last or most recent transaction entered on the Employment History database.
PERSONNEL ACTION REQUEST (PAR) - STD 680A	Form used to update Employment History for Civil Service and Civil Service exempt employees. A PAR must be processed for all employee appointments to State service (new and returning), employee appointments to an additional position not in the USPS, and other transactions. See also the "STD 680A - Personnel Action Request (PAR)" definition.
PERSONNEL ACTION REQUEST (PAR) TRANSACTION CODES	A transaction generally represents any change in a database. The Personnel Action Request transactional codes are used to update Employment History for Civil Service and Civil Service exempt employees. A PAR must be processed for all employee appointments to State service (new and returning), employee appointments to an additional position not in the USPS, and other transactions.
PERSONNEL INFORMATION MANAGEMENT SYSTEM (PIMS)	A computerized information file, or database, that contains official personnel, payroll, and retirement information for the majority of employees of the California State Civil Service and the California State University (CSU).
PERSONNEL INFORMATION MANAGEMENT SYSTEM (PIMS) MANUAL	A manual which provides instruction for completion and processing PPT, SPAR, and EAR for CSU campus personnel offices. The PIMS is maintained by the Faculty Staff Relations (FSR) of the Chancellor's Office.
PERSONNEL MANAGEMENT LIAISONS (PML) MEMO	CalHR uses Policy Memos to tell State departments and agencies about new policies and procedures, and to provide other important information.
PERSONNEL/PAYROLL OPERATIONS	A part of the Personnel/Payroll Operations Branch (PPOB) within the Personnel/Payroll Services Division (PPSD) of the State Controller's Office. The primary function is the operation and maintenance of the Employment History Database.
PERSONNEL/PAYROLL OPERATIONS BUREAU (PPOB)	The Personnel/Payroll Operations Bureau provides day-to-day operational processes for PPSD's operating units, including personnel, payroll, employee/employer paid benefits and deductions, taxation, and legacy system maintenance and support.
PERSONNEL AND PAYROLL SERVICES DIVISION (PPSD)	PPSD is a division of the State Controller's Office that provides personnel and payroll related services to personnel and accounting offices as well as control agencies.
PERSONNEL/PAYROLL TRANSACTION (PPT)	A Personnel/Payroll Transaction (Std. 456-A) is the turnaround form used by California State University personnel/payroll offices to update Employment History (EH).

PERSONNEL TRANSACTIONS	Also called personnel actions, are the recording or official documentation of appointments, miscellaneous changes and separations of State employees under the Uniform State. Payroll System.
PERSONNEL TRANSACTION MANUAL (PTM)	Contains policy and procedures implemented by the State Personnel Board (SPB). Although the PTM is on longer being published or updated, it still contains valuable information not found elsewhere.
PIMS MANUAL (PERSONNEL INFORMATION MANAGEMENT SYSTEM MANUAL)	See the "Personnel Information Management System Manual (PIMS Manual) definition.
PIP (PAYROLL INPUT PROCESS)	See the "Payroll Input Process" definition.
PMAB (PROGRAM MANAGEMENT ANALYSIS BUREAU)	See the "Program Management Analysis Bureau (PMAB)" definition.
PML (PERSONNEL MANAGEMENT LIAISONS MEMO)	See the "Personnel Management Liaisons (PML) Memo" definition.
POIS (PAYMENT ONLINE INFORMATION SYSTEM)	See the "Payment Online Information System (POIS)" definition.
POP (PREMIUM ONLY PLAN)	See the "Premium Only Plan (POP)" definition.
POSITION (PSN)	Unique to an employee and is used for budgeting and tracking purposes, the position number is a 13 digit number identified as follows: • First 3 digits are agency/campus-identifies fund from which salaries are paid; • Next 3 digits are reporting unit/budget function-identifies appropriation and location; • Next 4 digits are class code; • Last 3 digits are serial number-identifies an individual position within each class.
POSITION CONTROL (ESTABLISH, RECLASSIFY, OR ABOLISH POSITIONS)	The procedure required to set up a new position or change the position from one classification to another, or to put an end to a current position. These actions may be taken on a permanent or temporary basis.
POSITION CONTROL UNIT (PCU)	The Position Control Unit in Payroll Operations.
POSITION (PSN) INQUIRY	One of the five types of Employment History inquiries made through the PIMS prompt screen. The PSN Inquiry reflects position information for each position sequence the employee has on the database.
POSITION NUMBER	A 13-digit code identified as follows: • First 3 digits are agency/campus • Next 3 digits are reporting unit/budget function • Next 4 digits are class codes • Last 3 digits are serial identifiers of an individual position within each class
POSITIVE ATTENDANCE	The reference term for employees whose regular payroll warrants are written after the close of the pay period. Payments are made based on actual time worked that is reported on a time sheet and keyed by the department. If the department fails to key time worked, no pay will issue. There is no “automatic” issuing of payments for positive paid employees. Positive Attendance employees are in Roll Codes 3 – 8, which are hourly, daily, semi-monthly, and bi-weekly positive paid pay frequencies.

PPC ID (PAYROLL PROCESSING CENTER ID)	See the "Payroll Processing Center ID (PPC ID)" definition.
PPM (PAYROLL PROCEDURES MANUAL)	See the "Payroll Procedures Manual (PPM)" definition.
PPOB (PERSONNEL/PAYROLL OPERATIONS BRANCH)	See the "Personnel/Payroll Operations Branch (PPOB)" definition.
PPSD (PERSONNEL AND PAYROLL SERVICES DIVISION)	See the “Personnel and Payroll Services Division (PPSD)” definition.
PPT (PERSONNEL/PAYROLL TRANSACTION)	See the "Personnel/Payroll Transaction (PPT)" definition.
PREGNANCY DISABILITY LEAVE (PDL)	A female employee disabled by pregnancy, childbirth, or a related medical condition is entitled to take up to four months (17.33 weeks) of unpaid leave. Pregnancy Disability Leave (PDL) runs concurrently with any leave the employee is eligible for under the Family and Medical Leave Act (FMLA). When the PDL ends, the employee is entitled to take up to 12 additional weeks of unpaid leave for bonding with her new child, under the California Family Rights Act (CFRA). The State will continue the employee's health benefits for 17.33 weeks under PDL (overlapping with FMLA’s 12 weeks) and 12 weeks of CFRA, for a total of 29.33 weeks of continued health benefits. For more information about Pregnancy Disability Leave, visit the U.S. Dept. of Labor's FMLA webpage at http://www.dol.gov/dol/topic/benefits-leave/fmla.htm.
PRELOADED BATCH	A system generated batch which lists employee data from the Employment History and Payroll Data Base.
PREMIUM ONLY PLAN (POP)	Any out-of-pocket health and/or dental premium incurred by an eligible employee is deducted from the employee’s paycheck on a pre-tax basis.
PREMIUM PAY	Special supplemental wage payments (payment type 8) - for specified duties performed that are not necessarily performed by all employees within the class.
PREMIUM TIME	Time and a half.
PRE-TAX	The employee's out-of-pocket share for health and/or dental premiums will be withheld before Federal, State, and Social Security/ Medicare taxes are deducted.
PRC (PROCESSED BATCH)	See the "Processed Batch (PRC)" definition.
PRIOR TRANSACTION	A transaction that is posted below another in Line 12 – Employment History, of the Personnel Action Request (PAR).
PRO (PROTECT COMMAND)	See the "Protect Command (PRO)" definition.
PROBATE CODE (PC)	A comprehensive statute that unifies, clarifies, and modernizes the laws governing the affairs of decedents and their estates, certain transfers accomplished other than by a will, and trusts and their administration.
PROBATIONARY PERIOD	An extension of the examination process in which the probationer demonstrates the requisite skills, knowledge, and abilities for the classification in question. The probation period lasts 6 or 12 months, depending on an employee's particular classification and time base.
PROCESS AND GO	A process which simultaneously updates the displayed page and displays the next requested action. Process and Go commands are identified in the MISCELLANEOUS section.
PROCESS DATE	The date in which closed batches were extracted for processing.

PROCESSED BATCH (PRC)	A Batch which has processed through the system and is inactive. Inactive batches cannot be updated. Information can be accessed from the PIP Inquiry System.
PROCESSING AND CONTROLS	A unit within Personnel/Payroll Operations Branch (PPOB). They are responsible for all mail, microfilming of PAR/PPT, etc.
PRODUCTION SUPPORT	A section in Personnel Operations whose primary function is to control incoming and outgoing documents and to manually audit EARs.
PROGRAM MANAGEMENT ANALYSIS BUREAU (PMAB)	Provides analytical support to the Division and statistical data support to the departments, various state control agencies such as the legislature, Department of Finance, California Department of Human Resources, and outside entities including the news media. The Bureau develops and implements system changes to the legacy systems. This includes ensuring that Personnel/Payroll systems are prepared to respond to the requirements of law, the needs of the state's salary setting authorities, and the service and control requirements of the SCO.
PROGRAM RESPONSIBILITY	An agency that adopts rules and regulations regarding a designated program. Also establishes policy statements and issues procedural instructions for the administration of the program; e.g., disability or insurance.
PROSPECTIVE	That which is expected in the days, months, or years ahead – in the future.
PROTECT COMMAND (PRO)	A data entry command; used to unprotect fields so data can be keyed or protect fields that do not require entries.
PSD REFERENCE NUMBER	An index number assigned to each Employment History transaction. In-house transactions use Julian date plus a document sequence number; e.g., 852560112 = 1985, 256th day, 112th document numbered that day. Decentralized transactions use a decentralization ID instead of the year; e.g., 252560112 = Franchise Tax Board, 256th day, 112th document keyed that day.
PSN (POSITION)	A post of employment.
PST (PART-TIME, SEASONAL, AND TEMPORARY)	See the “Part-Time, Seasonal, and Temporary (PST)” definition.
PTM (PERSONNEL TRANSACTION MANUAL)	See the "Personnel Transaction Manual (PTM)" definition.
PURGE	To eliminate items from a file or listing after a specified period of time or upon request.

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Q

QAP (QUALIFICATIONS APPRAISAL PANEL)	See the "Qualifications Appraisal Panel (QAP)" definition.
QF (QUICK FIND)	See the "Quick Find (QF)" definition.
QUALIFICATIONS APPRAISAL PANEL (QAP)	An interview that usually consists of about five questions, is limited to approximately 30 minutes, is positions specific, and is tape recorded (by law).
QUALIFYING PAY PERIOD	For full-time and part-time employees - 11 or more working days (includes holidays) of service in a monthly pay period shall be considered a complete month, a month of service, or continuous service for sick leave, vacation, salary increase, and other State service purposes (California Code of Regulations 599.608). For intermittent employees, each 160 hours of qualifying time shall be considered equivalent to a qualifying monthly pay period (California Code of Regulations 599.609). For a more detailed definition of a qualifying pay period, go to

	https://govt.westlaw.com/calregs Title 2. Administration, Division 1. Administrative Personnel, Chapter 3. Department of Human Resources, Subchapter 1. General Civil Service Rules.
QUICK FIND (QF)	Used in conjunction with a SSN, this command will locate a specific employee and list subsequent employees on the remaining lines/page.

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R

R01	Retirement document generated by CalPERS to reflect an employee's retirement election or to correct an employee's retirement/employment history record on the data base. (R01 transactions cannot be documented/keyed by agencies – CalPERS submits to PPSD for processing to the data base.)
RANGE	The span between the minimum and maximum base salary an organization will pay for a specific job or group of jobs. Per California Government Code, "The salary range shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities."
RANGE DIFFERENTIAL	The difference between the maximum rate of two salary ranges of the pay plan.
RANK AND FILE	Employees covered under SB 839 (SEERA) which gives them the right to an exclusive representative on matters pertaining to wages and conditions of employment.
RECLASSIFICATION	The reassignment of an employee to another vacant position or classification when the employee, for substantiated medical reasons, is unable to perform the essential duties of his/her position or classification (See Transfer).
RECOGNIZED MILITARY SERVICE	Full time service in the armed forces.
RECONSTRUCTING EMPLOYMENT HISTORY	The process used to determine the effect of an out-of-sequence transaction on all subsequent transactions.
RED CIRCLE RATE	A salary rate above the maximum of the class (see Government Code Section 19837). May occur in situations involving layoff.
REFRESH	A data entry command; used to cancel selection(s) on the BATCH SELECTION, BATCH DIRECTORY or EMPLOYEE INQUIRY screens. Also updates the above mentioned screens if new batches or employee records were added at the time of viewing.
REIMBURSEMENT ACCOUNTS	Flexible benefit options which allow employees to pay for dependent care expenses and/or medical expenses exempt from health insurance with tax free money.
REPORTING UNIT INQUIRY (RUINQ)	Reporting Unit Inquiry - a system application that provides on-line access to the Payroll Header File.
REPORT TYPE	A Search Key Field on the BATCH SELECTION and BATCH DIRECTORY to request preloaded batches.
REQUIRED	This symbol = on a PAR item on the Required/Conditional charts denotes items which must be completed on the PAR in order for a transaction to be valid.
REQUIRED/CONDITIONAL CHARTS	A group of charts organized by transaction codes which indicate when PAR items must or may be completed to be a valid transaction. Refer to PAM sections 3 and 6 for more information.
RESCHEDULE	To submit a transaction that will generate a new warrant to replace a redeposited warrant.
RETIRE ACCT CODE	Found in the PIMS Position (PSN) Inquiry - Defines the employee's retirement system.
RETIREMENT	May refer to retirement in PERS, JRS, STRS or LRS.
RETIREMENT DATE	The first day after the separation date.

RETIREMENT MEMBER	An employee who has qualified for membership in a retirement system and on whose behalf an employer has become obligated to pay contributions. For California State employees, there are six retirement systems/plans: CalPERS, JRS, LRS, PST, STRS, and NON.
RETIREMENT SYSTEM/PLAN	Systems/Plans responsible for retirement contributions and benefits of participating employees.
RETIREMENT SYSTEM TRANSACTION (RST)	One of the five types of Employment History inquiries made through the PIMS prompt screen. The RST Inquiry displays retirement information. This information is interfaced with the PERS System.
RETROACTIVE	Going into effect as of a specified date in the past – to go back to.
RETURNING EMPLOYEE	A term used on Required/Conditional Charts. It is a guide when choosing the proper chart to document an appointment for an employee who is returning to State service as opposed to employees who are new to State service or are currently serving in State service.
ROLL CODE	Identifies the manner of payment based on salary rate, frequency, and attendance reporting method.
ROSTER	File of employees and/or established positions.
ROTH IRA	An individual retirement account in which investments are made with taxable dollars, but earnings are tax-free and withdrawals are tax-free after age 59½.
RST (RETIREMENT SYSTEM TRANSACTION)	See the "Retirement System Transaction (RST)" definition.
RUINQ (REPORTING UNIT INQUIRY)	See the "Reporting Unit Inquiry (RUINQ)" definition.

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S

SACS (SYSTEMS ACTIVITIES COORDINATION AND SUPPORT)	See the "Systems Activities Coordination and Support (SACS)" definition.
SAFETY RETIREMENT CATEGORY	A retirement system plan for employees whose positions have been designated “Safety” by CalHR. (See GCs 20399-20415)
SALARY ADVANCE	A special request for payment for work from a departmental revolving fund account prior to issuance or receipt of a Controller’s Warrant (check).
SALARY RANGE (COMPENSATION)	The minimum and maximum salary for a classification (see Compensation).
SALARY RANGE CHANGE	Commonly called the GEN or GSI (General Salary Increase). It is the salary increase granted for cost-of living and salary equity.
SALARY TYPE CODE	Identifies the method of calculating salary.
SAM (STATE ADMINISTRATIVE MANUAL)	See the "State Administrative Manual (SAM)" definition.
SAV (SAVE COMMAND)	See the "Save Command (SAV)" definition.
SAVE COMMAND (SAV)	A data entry command; used to save a batch (suspend from processing).
SAVINGS PLUS	The name of the 401(k) Plan and 457 Plan which began in 1974 as a supplemental retirement program for most State of California employees.
SCHEMATIC CODE	A four-digit, alpha numeric code, typically used in Federal Statistical reporting, that is assigned to each class to designate the major occupational group of the class.

SCIF (STATE COMPENSATION INSURANCE FUND)	See the "State Compensation Insurance Fund (SCIF)" definition.
SCO (STATE CONTROLLER'S OFFICE)	See the "State Controller's Office (SCO)" description.
SCOPROD (STATE CONTROLLER'S OFFICE PRODUCTION SYSTEM)	See the "State Controller's Office Production System (SCOPROD)" definition.
SCRATCH BATCH	An operator created batch which can be used to request all format types (i.e., TA, DCK, MIS) for positive and/or negative employees.
SDI (STATE DISABILITY INSURANCE)	See the "State Disability Insurance (SDI)" definition.
SEARCH KEY FIELD	Used to access specific information. These fields are located on the last line(s) of the screen.
SECOND TIER	Second tier retirement formulas provide a significantly reduced pension amount upon retirement. Under a second tier formula, you make reduced employee contributions over the course of your employment. This means you contribute less during your career, but also receive a significantly reduced pension. This retirement attribute applies ONLY to Miscellaneous and Industrial State Civil Service members (unless member reclassified to a Safety member; and, elected to retain prior Second Tier retirement formula).
SECURITY	Protection from unauthorized access, damage, or destruction especially confidential information.
SEIU (SERVICE EMPLOYEES INTERNATIONAL UNION)	See also “Bargaining Unit 1”, “Bargaining Unit 3”, “Bargaining Unit 4”, “Bargaining Unit 11”, “Bargaining Unit 14”, “Bargaining Unit 15”, “Bargaining Unit 17”, “Bargaining Unit 20”, and “Bargaining Unit 21”. A labor union focused on organizing workers in three sectors: health care; public services (local and state government employees); and property services (including janitors, security officers and food service workers).
SEL (SELECT)	See the "Select (SEL)" definition.
SELECT	A term used when an employee record is to be processed (OK INDICATOR field must indicate "X").
SELECT (SEL)	A field in the Civil Service/Exempt Payscale System (CSP) to select one of more payscale records for viewing.
SEP	Found in the PIMS Position (PSN) Inquiry - Identifies if an employee is current or separated. A blank field indicates the employee is actively employed, a “T” in the field means the employee is temporarily separated on non-pay status, and an “S” indicates the employee is permanently separated.
SEPARATION DATE	The last date on payroll.
SEPARATION FORM	Separation/Disposition of PERS Contributions (STD 687) form is used when an employee is separating from State service to record information such as resignation reason, address and disposition of retirement benefits.
SERV	Found in the PIMS Position (PSN) Inquiry - Identifies if the employee’s record is in service or out of service. If the field is blank the record is in service, if the field has either a “C” or a “P”, the record is out of service due to PPSD processing.
SERVICE AWARDS	Certificate, pin, etc., for 25 years of State service. Each department has a suspense or tickler file for this purpose.

SET FLAGS (STF)	An employee's record may be manually put out of service to correct Employment History or stop transactions from interfacing to control agencies when information sent is unnecessary or will not transmit properly.
SHADED AREA	That portion of the PAR which reflects the most current information for an item(s) and is not normally completed by departmental personnel offices.
"SHALL"	Is Mandatory (Refer to the General Provisions of the Government Code).
SHIFT AGENCY	An agency that has employees whose regular days off are other than Saturday/Sunday. Not related to shift differential pay.
SHIFT DIFFERENTIAL	A higher rate of pay for employees assigned to work evenings or nights.
SHORT-TERM MILITARY LEAVE	Six months or less of military service; need not have permanent or probationary status.
SICK LEAVE	Sick leave is credited on the first day of each month following completion of a "qualifying" pay period (see Qualifying Pay Period). The number of sick leave hours accrued depends on time base and bargaining unit agreement. For more information about Sick Leave, visit the CalHR website at www.calhr.ca.gov.
SISA (SPECIAL IN-GRADE SALARY ADJUSTMENT)	See the "Special In-Grade Salary Adjustment (SISA)" definition.
SOURCE DOCUMENT	A document, such as Positive Attendance (Standard Form 672) from which data is keyed.
SPB (STATE PERSONNEL BOARD)	See the "State Personnel Board (SPB)" definition.
SPB ID	Shown in the Employment History Summary Screen. This indicator was developed to assist the State Personnel Board in their seniority calculation process. For each transaction listed on the History Summary Screen, the code appearing in the SPB ID column will indicate whether the time base if full time or non-full time (e.g., intermittent or fractional). In addition, for appointment and 715 transactions, the code will indicate whether the pay period in which the transaction is effective is qualifying or non-qualifying. Blank = Full Time; 1 = Non-Full Time; 2 = Full Time and Non-qualifying Pay Period; and 3 = Non-Full Time and Non-Qualifying Pay Period.
SPECIAL EMERGENCY ATTENDANCE	Attendance for employees appointed under Special Emergency, short term LT or TAU, short term Exempt and Retired Annuitant Appointment procedures (roll code 0).
SPECIAL IN-GRADE SALARY ADJUSTMENT (SISA)	SISAs are used for recruiting purposes to grant employees in certain classes a six-month salary increase if the employee meets the standards of efficiency required for the position.
SPECIALIST	The specialization in a particular area of personnel and payroll processing. May be used to designate a person, a position, or a personnel office unit.
SPECIAL PAY	Payment Types A, G, H, 9 and S (except Holiday Pay (per Personnel Letter #15-002). Pay Differentials, Awards/Bonuses, and Special Pays are payments an employee is entitled to receive in addition to regular pay.
SPECIFICATIONS	An official definition of the duties, responsibilities, and minimum qualifications for a class or classifications; commonly referred to as "specs".
SS (STATE SERVICE)	See the "State Service (SS)" definition.
STAFF SUPPORT UNIT	A unit within Personnel/Payroll Operations Branch (PPOB) that performs various analytical assignments, write procedures, etc.
STANDARD TIME	Time certified as a full month (21 or 22 days) within a pay period (roll code 1 only).
STANDARD (STD) FORMS	Forms, standardly used throughout the State of California, in most agencies/departments.

STD 603 - ABSENCES WITHOUT PAY REPORT	Used to document approved absences, known as Informal Leave (Dock) or Leave Without Pay, or Absence Without Leave (AWOL). Standard Form 603 is used only for NEGATIVE Attendance Roll Codes 1 (monthly) and 2 (semi-monthly) employees to change the amount of regular time to be paid. It is also used to reduce pay due to dock for Negative Attendance employees for whom regular (monthly and semi-monthly) payrolls are prepared prior to the close of the pay period.
STD 634 - ABSENCE AND ADDITIONAL TIME WORKED REPORT	All absences or additional hours worked by full-time or part-time employees should be reported on one the Standard Form 634, each pay period. Report all time worked for permanent intermittent and part-time employees, as well.
STD 666 - PAYROLL EXCEPTIONS REPORT	Used along with Standard Form 672 for Negative Attendance employees in Roll Code 1 (monthly) and 2 (semi-monthly) for whom payrolls are prepared in advance of the close of the pay period. The Notice of Exceptions Report is required to be completed and submitted to the Controller's Office for the following reasons: when there is a difference between time worked and time paid, when totals on Standard Form 672 and the Payroll Warrant Register do not match, or when there are green cycle warrants to be certified.
STD 671 - MISCELLANEOUS PAYROLL/LEAVE ACTIONS	Used to request cash compensation for overtime worked, account for Shift Differential Pay that is not locked in on the PAR, or account for miscellaneous, premium, and special pays for both negative and positive attendance employees.
STD 672 - TIME AND ATTENDANCE REPORT	Used to certify employee time to be paid for each pay period for Roll Codes 1 (monthly) and 2 (semimonthly). The form is preprinted based on Employment History information as of Master Payroll cutoff in the previous month (see the "Master Payroll Cutoff" description). Standard Form 672 is used in three ways: to certify attendance only for Negative Attendance accounting, to prepare Positive Attendance payroll, and to process Overtime, Shift Differential, and other types of positive pay.
STD 674 - PAYROLL ADJUSTMENT NOTICE	Used to correctly certify an employee's attendance after the Standard Form 666, Notice of Exceptions Report, has been submitted to the Controller's Office. Uses of the Standard Form 674, Payroll Adjustment Notice, include: corrections to time worked after Standard Form 666, or Notice of Exceptions Report has been submitted; to return a warrant for garnishment or notification of garnishment to be rescheduled; to return a warrant for an overpayment condition; to request a reschedule of returned warrant that cannot be rekeyed via PIP (please see the PPM for specific instructions for PIP keying exceptions); to adjust salary for mid-month salary with dock and mid-month increase for a positive pay hourly employee; for transfer of funds for mid-month position change with dock in the pay period; for alternative funding position corrections or changes; for corrections to pay period payment type; and for inquiries.
STD 674 A/R - PAYROLL ADJUSTMENT NOTICE - ACCOUNTS RECEIVABLE (A/R)	Used to establish and reverse accounts receivables, return a warrant and establish or reverse an A/R for related payment types, request a transfer of funds and establish or reverse an A/R for related payment types, change the method of collection of an established A/R, and report over-collection of a Payroll Deduction A/R.
STD 677 - NONDISCLOSURE OF EMPLOYEE HOME ADDRESS REQUEST	Used to withhold an employee's address, a Standard Form 677, Request for Nondisclosure of Employee Home Address, must be completed by the employee and submitted to their Human Resources office.

STD 680A - PERSONNEL ACTION REQUEST (PAR)	Used to update Employment History for Civil Service and Civil Service exempt employees. A PAR must be processed for all employee appointments to State service (new and returning), employee appointments to an additional position not in the USPS, and other transactions. For more complete information about the PAR, go to the Personnel Action Manual, or PAM, Section 2 – Personnel Action Request (PAR) at: http://www.sco.ca.gov/ppsd_pam.html.
STD 683 - PAY ADJUSTMENT REQUEST	Used in conjunction with PIP, the Pay Adjustment Request calls for the following adjustments in PIP: intermittent regular pay time (Roll Codes 3 through 8) or salary increases when ALL hours are to be adjusted at the higher rate; overtime pay and/or salary increases when ALL hours are to be adjusted at the higher rate; and Shift Differentials.
STD 686 - EMPLOYEE ACTION REQUEST (EAR)	Used to document an employee's birthdate, name, address, tax withholding allowance, and prior State/Public employment information. An EAR MUST be processed for: new employees, employees returning after a permanent separation, current employees reporting changes, employees receiving IRS/State notification of mandatory tax withholding change, and deceased employees. An EAR is not processed when an employee has no changes to report. As in the case of an employee returning from a temporary separation with no changes to report, transferring between departments with no changes to report, or appointed to an additional position with no changes to report. For more complete information about the EAR, go to the Personnel Action Manual, or PAM, Section 6, EAR Processing at: http://www.sco.ca.gov/ppsd_pam.html.
STD 687 - SEPARATION/ DISPOSITION OF CALPERS CONTRIBUTIONS	Used when an employee is separating from State service to record information such as resignation reason, address and disposition of retirement benefits.
STD 966 - EMPLOYEE TIME CERTIFICATION	Used to correctly certify an employee's Negative Attendance for Roll Codes 1 (monthly) or 2 (semi-monthly). Standard Form 966, Employee Time Certification, is used: for suspended payments with condition type "A" (Need Attendance Certification); when retroactive dock is keyed; when a PAR with a retroactive effective date was keyed and generated suspended payments; or when an incorrect certification was submitted on the Standard Form. 666, Notice of Exceptions Report.
STATE ADMINISTRATIVE MANUAL (SAM)	A reference manual containing statewide policies, procedures, regulations, and information developed and issued by authoring agencies such as the Governor's office, DGS, DOF, and CalHR. It was created to respond to the need by government to effectively provide uniform guidance to state agencies in their fiscal and business management affairs in order to best serve the interests of the citizens of California. To learn more about the SAM, visit the Department of General Services' website at: www.dgs.ca.gov.
STATE AGENCY HEALTH BENEFITS PROCEDURES MANUAL	Contains information on enrollment, eligibility requirements, health plans, billing instructions, Medicare participation, group continuation, and forms completion.
STATE CODE	Indicate state for which state income tax is computed and deducted.
STATE COMPENSATION INSURANCE FUND (SCIF)	The State Compensation Insurance Fund is the state agency that administers TD and IDL programs.
STATE CONTROLLER'S OFFICE (SCO)	The State Controller's Office is the control agency responsible for employment history, payroll, and payment of state claims.
STATE CONTROLLER'S OFFICE LETTERS	Contain vital information regarding various Payroll, Personnel, and California Leave Accounting System (CLAS) issues. The SCO Letters are located at: http://www.sco.ca.gov/ppsd_sco_letters.html.

STATE CONTROLLER'S OFFICE PRODUCTION SYSTEM (SCOPROD)	State Controller's Office Mainframe Production Systems used to inquire and/or update employee records.
STATE DISABILITY INSURANCE (SDI)	State Disability Insurance is a partial wage-replacement insurance plan for eligible employees who are unable to work due to non-work related illness or injury or who take time off work to care for a seriously ill immediate family member or to bond with a minor child due to birth, adoption or foster care placement. For more information about SDI, visit the CalHR website at www.sdi.ca.gov, click the "Employees" button, click the "Benefits" tab, and click the "State Disability Insurance" link.
STATE DISABILITY INSURANCE SUPPLEMENTATION CALCULATOR	Effective July 1, 2006, employees may elect to use a maximum of 40 hours of leave per month to supplement their State Disability Insurance (SDI) benefits (reference the PPM Section E 804). Reference Payroll Letter 14-012 (Civil Service Only). The SDI Supplementation calculator has been developed to assist personnel and payroll staff in calculating SDI Supplementation benefits. Calculator can be found at http://www.sco.ca.gov/ppsd_sdi.html
STATEMENT OF EARNINGS AND DEDUCTIONS	Direct Deposit Advices and attachments to State Controller's Office payroll warrants that show employee's name, agency/unit, SSN, pay period gross, deductions, net, warrant number, and tax year.
STATE PAY PERIOD CALENDAR	The Department of Finance (DOF) prescribes beginning and ending pay period dates. In accordance with Board of Control Rule 633.2, salaries of State officers and employees will be paid on the basis of 12, nearly equal, pay periods each year. The pay period will contain either 21 or 22 normal workdays, called a calendar month. Normal workdays are Monday through Friday including holidays during the week. The exception is when there are more than 22 or fewer than 21 workdays in a month, then the pay period may end one day before or after the end of the calendar month. On rare occasions the pay period may end two days before the end of the calendar month. Hourly rate employees will be paid for the same pay periods as prescribed for monthly rate employees
STATE PERSONNEL BOARD (SPB)	A control agency that was established by the State Constitution in 1934 to oversee and audit the merit-based, job-related recruitment and selection process for hiring state employees.
STATE PERSONNEL BOARD (SPB) ID INDICATOR	This indicator was developed to assist the State Personnel Board in their seniority calculation process. For each transaction listed on the History Summary Screen, the code appearing in the “SPB ID” column will indicate whether the time base is fulltime or non-fulltime (e.g., intermittent or fractional). In addition, for appointment and 715 transactions, the code will indicate whether the pay period in which the transaction is effective is qualifying or non-qualifying.
STATE PERSONNEL BOARD LAWBOOK	Contains information on the laws that govern California State Human Resources.
STATE SERVICE (SS)	Employment credit given for civil service and exempt appointments. State service is used for seniority, service awards and vacation group code changes.
STATE SERVICE (SS) CARRYOVER	Refers to the number of State Service months an employee has acquired as of the end of the leave period.
STATE TEACHERS' RETIREMENT SYSTEM (STRS)	Retirement coverage for employees in public school positions that require certification qualifications per the Education Code (e.g., teachers, administrators, library media workers, etc.). (See the CalPERS State Reference Guide for more information.)
STATE UNIFORM PAYROLL SYSTEM	A computerized central information file of employment history record for State civil service, exempt and California State University (CSU) employees.

STATE UNIVERSITY ADMINISTRATION MANUAL (SUAM)	State University Administrative Manual provides basic policy and procedures for the CSU system; it is maintained by the Office of the Chancellor.
STATEMENT OF EARNINGS AND DEDUCTIONS	Direct Deposit Advices and attachments to SCO payroll warrants that show employee's name, agency/unit, SSN, pay period gross, deductions, net, warrant number, and tax year.
STATUTE	An enactment made by a legislature and expressed in a formal document. The document in which such an enactment is expressed.
STATUTORY EMPLOYEE	An elected or appointed official whose position is defined by statute.
STIPULATION	A general payroll term applied to decisions that result from grievance, litigation in the courts, and appeals of adverse actions.
STFC (SET FLAG CONVERSION)	Personnel Action Request (PAR), Employee Action Request (EAR), and Retirement System Transaction (RST) transactions keyed under STFC will not interface to PERS, SCO, or SPB and will not create a Notice of Personnel Action (NOPA) or (Retirement System Transaction (RST). This flag is used for conversion corrections. STFC puts all positions out of service.
STFP (SET FLAG POSITION SERVICE)	Personnel Action Request (PAR) and Retirement System Transaction (RST) transactions keyed under STFP will go through SPB and PERS interface and New Payroll System. A Notice of Personnel Action (NOPA) and Retirement System Transaction (RST) will be created. STFP does not stop Employee Action Request (EAR) transactions from interfacing. STFP is also used to stop PARs from printing at the end of the day when all transactions in a package cannot be keyed. STFP should not be used for any other reason unless it has been cleared by Staff Support.
STFS (SET FLAG OUT OF SEQUENCE)	Is an automatic flag set by the computer for out-of-sequence Personnel Action Request (PAR) and Retirement System Transaction (RST), transactions. This flag cannot be set manually.
STRAIGHT TIME	Time worked, hour for hour.
STRS (STATE TEACHERS' RETIREMENT SYSTEM)	See the "State Teachers' Retirement System (STRS)" definition.
STUDENT PAYROLL ACTION REQUEST (SPAR) - STANDARD FORM 457	Used by California State University (CSU) in lieu of a Personnel/Payroll Transaction (PPT) and an Employee Action Request for Student Assistants.
SUAM (STATE UNIVERSITY ADMINISTRATION MANUAL)	See the "State University Administration Manual (SUAM)" definition.
SUBSEQUENT TRANSACTION	Any transaction which is or will be printed above a transaction in Line 12 – Employment History, of the Personnel Action Request (PAR).
SUMMER SESSION FACULTY	CSU - employees who teach in the summer session on an academic unit basis. Department of Education, Special Schools – employees who teach in the summer session on a work day basis.
SUPPLEMENTAL PAYROLL	All payrolls except the master payroll and semimonthly master payroll.
SUPPLEMENTATION	Sick leave, vacation, overtime credits used to supplement TD payments.
SURVIVORS ONLY	Retirement designation/formula for employees who meet the criteria for membership ina retirement system but are not subject to (do not pay) Social Security or Medicare due to 1959 election or alien status. (See GC 20070, 21364, 21459, 21546(b), 21548, 21624, and 21629.)
SUSPENDED PAYMENT	Payment not released because pay has not met all audit requirements.
SUSPENDED TRANSACTION	Transaction has not processed completely because it did not meet all audit/ edit requirements.

SYSTEM ACTIVITIES COORDINATION AND SUPPORT (SACS) UNIT	A part of the Personnel/Payroll Operations Branch (PPOB) within the Personnel/Payroll Services Division (PPSD) of the State Controller's Office. This section's primary function is to perform those functions necessary to maintain the Payroll and Employment History systems and related processing elements.

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T

T&D (TRAINING AND DEVELOPMENT ASSIGNMENT)	See the "Training and Development Assignment (T&D)" definition.
TA (TIME AND ATTENDANCE UPDATE)	See the "Time and Attendance Update (TA)" definition.
TAD (TURNAROUND DOCUMENT)	See the "Turnaround Document (TAD)" definition.
TA MENU (TIME AND ATTENDANCE MENU)	See the "Time and Attendance Update Menu (TA Menu)" definition.
TAU (TEMPORARY AUTHORIZATION APPOINTMENT)	See the "Temporary Authorization Appointment (TAU)" definition.
TAX ADVANTAGE PREMIUM PLAN (TAPP)	A California State University (CSU) sponsored benefit which deducts out-of-pocket premium costs for health benefits before Federal, State, and Social Security/ Medicare taxes are deducted.
TAXI (YEAR-TO-DATE INFORMATION SYSTEM)	See the "Year-to-Date Information System (TAXI)" definition.
TAX SHELTER ANNUITY	Retirement plan for certain employees of public schools also known as a 403(b). A 403(b) plan allows employees to contribute some of their salary to the plan. The employer may also contribute to the plan for employees.
TAX SUPPORT SECTION OF SCO	A part of the Personnel/Payroll Operations Branch (PPOB) within the Personnel/Payroll Services Division (PPSD) of the State Controller's Office. This section's primary function is to ensure ongoing compliance with Federal and State employment tax laws, rules, and regulations that affect the State's public sector employers and SCO as the State's withholding and reporting agent.
TD (TEMPORARY DISABILITY)	See the "Temporary Disability (TD)" definition.
TEMPORARY AND PERMANENT SEPARATIONS	A part of the Personnel/Payroll Operations Branch (PPOB) within the Personnel/Payroll Services Division (PPSD) of the State Controller's Office. This section's primary function is to ensure ongoing compliance with Federal and State employment tax laws, rules, and regulations that affect the State's public sector employers and SCO as the State's withholding and reporting agent.
TEMPORARY AUTHORIZATION APPOINTMENT (TAU)	An appointment made in the absence of any appropriate employment list. No person may serve in one or more positions under temporary appointment longer than nine (9) months in twelve (12) consecutive months.
TEMPORARY DISABILITY (TD)	Benefit paid to state employees injured or ill due to work related action.
TEMPORARY LEAVE	When an employee is on formal leave 30 calendar days or less.
TEN-MONTH ACADEMIC	A California State University (CSU) term that means employees appointed on a ten-month basis. May not be paid for two summer months. Employee is separated or placed on non-pay status if expected to return in the fall.

TENURE	The length of the contract between the employee and the hiring agency; e.g., permanent, limited term, etc.
TIME AND ATTENDANCE REPORT - STD 672	See the "STD 672 - Time and Attendance Report" definition.
TIME AND ATTENDANCE MENU (TA MENU)	The Time and Attendance Menu allows access to Inquiry screens, to specific update screens, and the Help screens. Only one selection at a time can be made on the T/A MENU screen.
TIME AND ATTENDANCE UPDATE (TA)	Used to access a detail screen within a batch to key Time and Attendance (Form 672) requests.
TIME BASE	Indicates whether an employee is full time or part time. The length of the contract between the employee and the hiring agency; e.g., permanent, limited term, etc.
TRADE RATE	Indicates that an hourly or daily rate is paid in accordance with the rate of pay that prevails for comparable working conditions in the particular trade or craft in the community in which the work is done.
TIME PAID	If a Time Paid column displays the number "99", this indicates a full month, NOT 99 days of pay.
TRAINING AND DEVELOPMENT ASSIGNMENT (T&D)	Training assignments are used to either broaden employees' skills and abilities in their present occupation, prepare them for careers in different occupational fields, or improve their advancement potential. These assignments are not to exceed two years and may be in the same or a different department.
TRANSACTIONS	Personnel/Payroll actions which occur during the course of Civil Service and exempt employment.
TRANSACTIONS CODES	Definitions of transactions codes and their corresponding values can be found on the State Controller's Office website in the Payroll Procedures Manual (PPM) - Section B, Codes Index.
TRANSACTION PACKAGES	The submission of a package containing more than one PAR for an individual employee when the transactions meet the criteria shown in the PAM section 5.1 00.
TRANSFER	The reassignment of an employee to another vacant position or classification when the employee, for substantiated medical reasons, is unable to perform the essential duties of his/her position or classification.
TRANSLOG	The Employment History Transaction Register displaying a listing (and file) of Employment History transactions (See Reclassification).
TURNAROUND CONCEPT	The updating of one form to provide input and feedback into a computer as opposed to the completion of a new form each time a transaction occurs.
TURNAROUND DOCUMENT (TAD)	A Personnel Action Request (PAR), a Personnel/Payroll Transaction (PPT), or an Employee Action Request (EAR) document submitted to PPSD for processing generate an updated document that is returned to the agency/campus. They will "turnaround" the document for the next change to the employee record. In most cases, the turnaround document contains the computer printout of the changes or new information in the shaded area of the document.
TURNAROUND PAR	PAR issued after the initial appointment or conversion to the Employment History data base and after each subsequent transaction submitted to Personnel Operations.
TURNAROUND TIME	The time elapsed between receipt of documents at Payroll Operations and issue date of warrants.

U

UAPD – UNION OF AMERICAN PHYSICIANS AND DENTISTS)	See also “Bargaining Unit 16”. Union representing licensed Physicians, Dentists, and Podiatrists.
UIC (UNEMPLOYMENT INSURANCE CODE)	See the "Unemployment Insurance Code (UIC)" definition.
UNEMPLOYMENT INSURANCE CODE (UIC)	Unemployment Insurance Code (State of California)
UNIFORM STATE PAYROLL SYSTEM (USPS)	A decentralized system that agencies and departments are responsible for entering data into to provide for the accurate generation of personnel and payroll records.
UNIVERSITY OF CALIFORNIA ADMINISTRATION MANUAL (UCAM)	See the "State University Administration Manual (SUAM)" definition.
UNSELECT	A term used when an employee record is not to be processed (OK INDICATOR field must be blank).
UPDATE	Correct, add, or delete information in a computer file or table.
USPS (UNIFORM STATE PAYROLL SYSTEM)	See the "Uniform State Payroll System (USPS)" definition.

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V

VACATION LEAVE	Vacation is credited on the first day of each month following completion of a qualifying pay period (see Qualifying Pay Period). Vacation may be used in fifteen (15) minute increments. The maximum balance allowable at the end of the year is six hundred forty (640) hours for all SEIU Bargaining. However, as mentioned earlier, there may be instances whereby an employee may not have had the opportunity to exhaust sufficient leave balance to meet this limit. Therefore, leave credits will continue to accrue. However, the employee will be expected to develop a plan to exhaust all excess leave, as well as any additional accrual, to meet the maximum allowance of 640 hours. Managers, supervisors, confidential, and other excluded employees earn an additional hour of vacation. For more information about Vacation Leave, visit the CalHR website at www.calhr.ca.gov.
VESTED	A member is “vested” when they have the minimum service credit they need to retire.
VIEWDIRECT (REPT)	ViewDirect is an on-line report distribution system. The reports distributed via ViewDirect are immediately available on-line after the reports are produced. Users can access the on-line reports from their workstations. Further, reports can be printed from ViewDirect, if needed.
VIDEO ON-LINE	A unit within Personnel/Payroll Operations Branch (PPOB) that key-enters directly into the computer (on-line) from PAR/PPT/ EAR forms.
VISA	An endorsement on a passport, showing that it has been examined by the proper officials of a country and granting entry into or passage through that country.
VISION CARE INSURANCE	Once an employee is appointed to a permanent position that is half time or more, they and their dependents are automatically covered by the State's basic vision care insurance. The effective date of coverage is based on when Human Resources processes the Personnel Action Request (PAR) document. Please note that Permanent Intermittent (PI) employees require a document to be completed to be enrolled in vision benefits. For more information about Vision Care Insurance, visit the CalHR website at www.calhr.ca.gov.

VOID	A cancellation of an invalid transaction. See PAM section 9.5 for detailed information.
VOLUNTARY DEDUCTIONS	Deductions that have been voluntarily requested by the employee.

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W

W-2	The form an employer must send to an employee and the IRS at the end of the year. The W-2 form reports an employee's annual wages and the amount of taxes withheld from his or her paycheck.
W-2C	An amended W -2 issued to correct information previously reported to Internal Revenue Service (IRS).
W-4	A form completed by an employee to indicate his or her tax situation (exemptions, status, etc.) to the employer. The W-4 form tells the employer the correct amount of tax to withhold from an employee's paycheck.
WARRANT	Authorization for payment from State of California Treasury (pay check).
WARRANT NUMBER	Number Assigned to Authorization for payment from State of California Treasury (pay check).
WARRANT REGISTER	Record of payment and/or adjustments for each employee. May be referred to as Warrant Register, Master Warrant Register, or Supplemental Warrant Register (Form CD38).
WCTD (WORKER'S COMPENSATION TEMPORARY DISABILITY)	See the "Worker's Compensation Temporary Disability (WCTD)" definition.
WORKER'S COMPENSATION TEMPORARY DISABILITY (WCTD)	Industrial Disability Leave (IDL) or Temporary Disability with or without supplementation. Absence from work due to a job-related illness or injury.
WORK WEEK GROUP (WWG)	A Work Week Group defines work week/overtime by classification.
WWG (WORK WEEK GROUP)	See the "Work Week Group (WWG)" definition.

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X

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Y

YEAR-TO-DATE INFORMATION SYSTEM (TAXI)	Displays payment records which are reflected on the W-2 as well as fringe benefit information for a specific record. Information is available for the current plus four prior tax years.

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